



## PLANNING COMMISSION AGENDA

Tuesday, March 14, 2023, 7:00 p.m.

125 E. College Street, Covina, California

Council Chamber of City Hall

### IMPORTANT NOTICE

*Members of the public may view the meeting live on the City's website, at [www.covina.12milesout.com](http://www.covina.12milesout.com), or, on local cable television, Spectrum channel 29 and Frontier Channel 42. To view from the City's Website, hover over the Departments & Services tab until the drop-down menu appears and click on "City Council Virtual Library" under the City Council header. A live banner will appear at the start of the meeting.*

*Meeting Assistance Information. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at (626)-384-5430 or by email at [cityclerk@covinaca.gov](mailto:cityclerk@covinaca.gov). Notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.*

### CALL TO ORDER

### ROLL/CALL

Commissioner: Rosie Richardson, Bryan Rodriguez, John Connors, Vice-Chair Dan McMeekin, Chair Susan Zermeno

### PLEDGE OF ALLEGIANCE

Led by the Chair.

## **PUBLIC COMMENTS**

*To address the Planning Commission please complete a yellow speaker request card located at the entrance and give it to the City Planner. Your name will be called when it is your turn to speak. Those wishing to speak on a LISTED AGENDA ITEM will be heard when that item is addressed. Those wishing to speak on an item NOT ON THE AGENDA will be heard at this time. State Law prohibits the Commissioners from taking action on any item, not on the agenda. Individual speakers are limited to five minutes each, unless, for good cause, the Chairperson amends the time limit.*

In Person: *To address the Planning Commission please complete a yellow speaker request card located at the entrance of the Council Chamber and give it to the City Planner. Your name will be called when it is your turn to speak.*

Remotely via Zoom: Access the meeting remotely via Zoom with one of the following devices:  
Computer or Smart Device:

<https://us02web.zoom.us/j/89931310323?pwd=N0wvKzY0WTFYMIlrSnd5T25abEFJdz09>

Telephone: Dial: +1 669 900 6833 US (San Jose)

Meeting ID: 899 3131 1323

Passcode: 178210

1. To request to speak during public comment, please click the “Raise Hand” button on the Zoom toolbar “Reactions” tab. Computer / Smart Device: The “raise hand” feature is in the reactions tab.  
  
Telephone: Press star-nine (\*9) on your phone to raise your hand.
2. Staff will announce your name as listed on Zoom or the last four digits of your phone number when it is your turn to speak and unmute the microphone (audio only); the speaker must be present  
  
when called to speak.
3. Please state your first and last name and city of residence at the beginning of your remarks for the record.
4. The microphone will be muted by staff when you have completed your comments or five (5) minutes have expired, whichever occurs first.

## **COMMISSIONER COMMENTS**

## **ADMINISTRATIVE ITEMS**

## **CONSENT CALENDAR**

*All matters listed under the consent calendar are considered routine and will be enacted by one motion. There will be no separate discussion on these items prior to the time the Planning Commission votes on them unless a member of the Planning Commission requests a specific item be removed from the consent calendar for discussion.*

## CC 1. Approval of the Minutes of February 14, 2023

### CONTINUED PUBLIC HEARINGS

#### **CPH1. Application for Planned Community Development Modification (PCDM) 22-1 and Determination of Exemption from CEQA;**

A request to modify Planned Community Development (PCD) 77-002 (Ordinance. 1374) to allow the installation of a 6-foot tall wrought iron fence and pedestrian gate to the rear access onto East Nubia Street and, the installation of new security gates to the main entrance, off Citrus Avenue. The Planning Commission will consider Resolution No. 2022-024 PC making a recommendation to the City Council on PCDM 22-1. The Planning Commission will consider the project exempt from further review under CEQA. The site is within the Planned Community Development/Multi-Family Residential-4000 (PCD/RD) zone, located at 1244 North Citrus Avenue. (APN; 8406-019-029)

#### **Staff Recommendation:**

Staff recommends that the Planning Commission adopt Resolution No. 2022-024 PC, a resolution of the Planning Commission of the City of Covina recommending that the City Council approve Planned Community Development Modification (PCD) 22-01 through the adoption of draft Ordinance CC 23-XXX, amending the Covina Townhomes Planned Community Development (PCD) 77-002 by modifying Condition of Approval No. 4 and adding numbers 12 and 13 under Section 3 of Ordinance No. 1374, and making a finding of exemption of the California Environmental Quality Act (CEQA) guidelines and, recommending that the City Council adopt draft Ordinance No. 23-XX for Planned Community Development Modification (PCDM) 22-01 with conditions. Staff's recommendation of the following modifications are as follows:

- a. The installation of a 6-foot tall wrought iron gate for "emergency access" only to East Nubia Street, providing a Knox-box for only emergency responders.
- b. The installation of a pedestrian gate for Covina Town Home residents to access East Nubia Street.
- c. Installation of a new security gate to the front of the property (Citrus Ave) with the proposed modifications to their open space to accommodate the proposed vehicular turnaround; and,
- d. Modify their outdoor recreation area (common open space) to include two new basketball posts to their existing tennis court, to serve as both a tennis and basketball court.

### PUBLIC HEARINGS

## **PH 1. City Initiated Zoning Code Amendment (ZCA) 23-01;**

A City Initiated request to amend Title 17 (Zoning) by modifying definition section 17.04.143, single-family residential zones sections 17.08.020 (A-1), 17.10.020 (A-2), 17.12.020 (E-½), 17.14.020 (E-1), 17.20.020 (R-1-20,000), 17.22.020 (R-1-10,000), 17.24.020 (R-1-8,500) and 17.26.020 (R-1-7500) for permitted uses, and adding a new section 17.33.060 for permitted uses; and **Municipal Code Amendment** to amend Title 16 (Subdivision) by modifying Chapter 16.02, 16.04, 16.14, and adding new section 16.06, for establishing regulations to implement two-unit residential developments and urban lot splits as required by Senate Bill 9 (2021-2022). The Planning Commission will consider the project exempt from further review under CEQA

### **Staff Recommendation:**

Staff recommends that the Planning Commission make a determination that the proposed actions are statutorily exempt from the requirements of the California Environmental Quality Act ("CEQA") per California Government Code sections 65852.21, subdivision (j), and 66411.7, subdivision (n); and make a recommendation of approval to the City Council to adopt Zoning Code Amendment 23-01 and Municipal Code Amendment (Subdivision Title 16) by adopting Resolution 2023-003 PC.

## **CONTINUED BUSINESS**

### **CB1. Application for Site Plan Review (SPR) 21-120 and Determination of Exemption from CEQA**

A request to construct a new 3-unit, 2-story, multi-family apartment development, on an approximately 10,499 square-foot (.24 acre) lot, with all new site improvements. The Planning Commission will consider the project exempt from further review under CEQA. The site is within the Covina Town Center Specific Plan (CTCSP) "Cultural Core" District, located at 244 E. College Street (APN: 8445-008-003).

### **Staff Recommendation:**

Staff recommends that the Planning Commission adopt Resolution No. 2023-002 PC, approving Site Plan Review (SPR) 21-120, with the attached Conditions of Approval and, making a finding of exemption of the California Environmental Quality Act (CEQA) guidelines.

## **NEW BUSINESS**

## **GENERAL MATTERS**



## **ADJOURNMENT**

The Planning Commission will adjourn to its next regular meeting scheduled for March 28, 2023, at 7:00 p.m. inside the Council Chamber at City Hall, located at 125 East College Street, Covina, California, 91723.

*The Community Development Department does hereby declare that the agenda for the March 14, 2023 meeting was posted on the City's website and near the front entrance of Covina City Hall, 125 East College Street, Covina, in accordance with California Government Code Section 54954.2(a).*



## **MINUTES OF THE FEBRUARY 14, 2023 REGULAR MEETING OF THE COVINA PLANNING COMMISSION**

*This meeting was conducted in accordance with Assembly Bill 361, regarding the  
COVID-19 pandemic.*

### **CALL TO ORDER**

Chairman Zermeno called the Planning Commission to order at 7:00 p.m.

### **ROLL CALL**

Commission Members Present: Richardson, Rodriguez, Connors, McMeekin, Zermeno

Commission Members Absent: None.

### **PLEDGE OF ALLEGIANCE**

Chairman Zermeno led the Pledge of Allegiance.

Staff Members Present: Director of Community Development, Planning Manager, Assistant City Attorneys, GIS Analyst, Assistant Planner, Planning Technician, City Engineer, Director of Public Works.

Participants/Attendees: Bill Byler, Selena Ledesma, Gloria Wheeler, Gabriel Sanchez, Mike Prager, Jeannette Abra, Stephanie Callahan, Todd Bowes, and Mr. Mossé.

### **PUBLIC COMMENTS**

There were no public comments.

### **COMMISSIONER COMMENTS**

There were no commissioner comments.

### **ADMINISTRATIVE ITEMS**

None.

### **CONSENT CALENDAR**

1. Approval of the Minutes of January 24, 2023

Commissioner Richardson made a motion and Commissioner Rodriguez seconded to approve the minutes of January 24, 2023

Motion carried by a vote of 4-0 as follows:

AYES: RICHARDSON, RODRIGUEZ, CONNORS, ZERMENO

NOES: NONE

ABSTAIN: MCMEEKIN

ABSENT: NONE

## **CONTINUED PUBLIC HEARING**

None.

## **PUBLIC HEARINGS**

- 1. Application for Planned Community Development Modification (PCDM) 22-1;** A request to modify Planned Community Development (PCD) 77-002 (Ordinance. 1374) to allow the installation of a 6-foot tall wrought iron fence and pedestrian gate to the rear access onto East Nubia Street and, the installation of new security gates to the main entrance, off Citrus Avenue. The site is within the Planned Community Development/Multi-Family Residential-4000 (PCD/RD) zone, located at 1244 North Citrus Avenue. (APN; 8406-019-029)

**Staff Recommendation:** Staff recommends that the public hearing item be continued to the Planning Commission regular meeting of February 28, 2023.

Planning Technician Pereira presented the staff report.

Chair Zermeno asked Planning Technician Pereira to clarify if the Engineering Department is not in favor of the installation of a rear access gate, but is in favor of an emergency access-only rear access gate.

Planning Technician Pereira responded, yes.

Commissioner McMeekin requested that Planning Technician Pereira clarify if the dead-end street is “Nubia Street” and to clarify what the problems of concern are.

Planning Technician Pereira responded yes, and that from PD reports, there are upward trends of crime, homelessness entering and existing Covina Townhomes that are using Nubia Street and Covina Townhomes to get onto Citrus Avenue, and reports from public testimony regarding individuals speeding on Nubia Street and using the rear access is a nuisance for the surrounding residents.

Commissioner McMeekin responded that speeding would be an infraction, but wanted clarification on what specific crimes occurred there.

Planning Technician Pereira responded that the Police Department would be the most appropriate department to address this question and they are unfortunately not present at this meeting.

Commissioner Rodriguez inquired, in reference to a pedestrian gate access along with a rear access gate for emergency purposes only, whether the emergency access would be secured, such as using a Knox-box, key access, or code.

Planning Technician Pereira responded, yes.

The commissioners had no further questions.

The chair opened the item for public comments.

Billy Byler, a Covina resident, spoke in opposition to a rear access gate and commented that Nubia is not a cul-de-sac, but a dead end, and is in favor of maintaining the gate as it was before.

Commissioner McMeekin requested that Bill Byler clarify what meant by as it was before.

Billy Byler clarified that it should be a gate with no vehicular access.

Commissioner McMeekin asked for clarification from Billy Byler as to how long the gate was like that.

Billy Byler responded 45 years.

Selena Ledesma, a Covina resident, commented in opposition to a pedestrian gate and an emergency access gate, and in support of a rear wall with no access.

Gloria Wheeler, a Covina resident, commented that they have seen people coming through that don't belong there and they know the people that do belong there. Gloria Wheeler added that the other night, there was a man on a bicycle they didn't recognize starting to come through the back gates and it is scary, and are against having rear vehicular and pedestrian access. Gloria Wheeler added concern for parking issues, increase traffic, changes with the people in the citrus area, and concern for break-ins.

Commissioner Richardson asked Gloria Wheeler to clarify if in their 50 years as a resident, they are only starting to see this now that the gate is down, and if before that, if they saw any issues.

Gloria Wheeler responded, yes.

Gabriel Sanchez, a Covina Resident, commented in opposition to a rear access pedestrian gate and has commented that in their five years in Covina, when the gate was down, they too have seen an increase in traffic, pedestrian traffic, burn-outs, and undesired traffic. Gabriel Sanchez further commented that they have a concern for compromise because access would be granted for Covina Homes residents to access Nubia Street if that also means that residents outside of Covina Townhomes have access to their private areas such as their basketball courts and pool area. Gabriel Sanchez added that the original approval

was for a brick wall that was never installed and added that they are against a pedestrian gate and vehicular access gate but would be fine with an emergency access-only gate.

Commissioner McMeekin asked Gabriel Sanchez, that if the proposed pedestrian gate would have dual access, both in and out, so that the residents outside of the Covina Townhome property could use it, do they think that the residents on Nubia would use it.

Gabriel Sanchez responded that they believe the bigger question is whether would it add additional security.

Commissioner McMeekin asked Gabriel Sanchez to answer the question.

Gabriel Sanchez responded that they can only speak for themselves, and said that they would use it.

Mike Prager, a Covina resident, commented in opposition to a rear vehicular access gate and commented that they are in support of a block wall as it was in the original approval. Mike Prager added that there were public comments from the last meeting regarding access to schools and parks, and that they believe they are baseless since there are no parks or schools that are directly accessible through Nubia, but that there is an adult school off Ranger. Mike Prager added that the Covina Townhomes have been in violation for 45 years and submitted a photo of the HOA president using the gate for personal use and a petition from the surrounding neighborhood for the public record.

Chair Zermeno asked Mike Prager where they have the information that the property has been in constant violation.

Mike Prager responded that the information is from the agenda packet and provide examples, such as the blown down fence, converting a community center to a living space, and people living in garages, and added that the City has tried to get the property to install the appropriate fence for a year and began to fine the property because they were not in compliance, and added that the gate that is installed now, is already rusting due to non-maintenance.

Commissioner Richardson asked if the petition that Mike Prager submitted has signatures from 26 residents or 26 homes.

Mike Prager responded that they are about 24 homes and 26 residents.

Commissioner McMeekin inquired about the schoolyard being located to the north and that one of the testimonies from the prior meeting was in regards to access to the school yard.

Mike Prager responded, yes, and added that it is an adult school and there is no playground equipment located there.

Commissioner McMeekin asked if there is a big grass area.

Mike Prager responded, yes.

Jeannette Abra, a Covina resident, commented that they have a concern for safety in their neighborhood and provided examples, such as a stolen catalytic converter, and almost having their packages stolen from their property. Jeannette Abra also commented that they have had three cars run into their corner house and have noticed racing on the street and more wine bottles and trash in their yard, and added that their streets do not have a lot of sidewalks and a bus picks up kids with disabilities in their neighborhood. Jeannette Abra further commented that allowing access would only lead to more transits coming through and more stealing.

Stephanie Callahan, a Covina resident and the Association President at Covina Townhomes, commented that the reason they used the rear access for personal use is that the City was cutting down trees and the front access was blocked off.

Commissioner McMeekin asked Stephanie Callahan how long they have been the Association President.

Stephanie Callahan responded three years, and further added that when the wood fence was blown down, they immediately got on it and communicated with Mercy, and when they received a notice to comply, they put up a wrought iron fence.

Chair Zermeno asked if the Planning Division informed them why they could not install a wood fence.

Stephanie Callahan responded that they followed the procedures, wrote a \$1,800 check, followed protocol, and was there every week.

Commissioner McMeekin asked Stephanie Callahan if they were ever aware that the Association was supposed to build a wall 45 years ago.

Stephanie Callahan responded that they were never aware of that.

Commissioner Richardson asked if, at any time, when a new resident came into the property, if it was advertised that the rear could be secondary access.

Stephanie Callahan responded, no, that it was always an emergency exit, and added that it has gotten so congested in Covina and with the speed limit of 45 miles per hour so it takes forever to exit on Citrus avenue. Stephanie Callahan also commented that much of their community is elderly and they want to make it safer for everyone.

Commissioner Rodriguez asked if prior to the fence being blown down, there was ever a petition from the HOA to get a second access point, or if this proposal is due to the fence being blown down.

Stephanie Callahan responded that, since the condos to the left got built, it has gotten congested and the speed limit was changed.

Commissioner Rodriguez inquired how long the neighboring Townhomes have been there.

Stephanie Callahan responded seven years.

Commissioner Rodriguez inquired if at any time in those seven years, the HOA come together to file a petition for a secondary access gate before the gate blew down.

Stephanie Callahan responded no, that it wasn't so bad then, but now it's gotten really bad.

Mr. Mossé, a Covina resident, commented in opposition to a rear access gate and that they had witnessed a couple passing by an elderly neighbor's house and looking into their neighbor's garage.

Commissioner Rodriguez inquired what Mr. Mossé's recommendation is.

Mr. Mossé asked for some speed bumps in Nubia Street.

There were no other in-person comments at this time.

Planning Manager proceeded to read comments submitted to the Planning Division in advance of the meeting as follows:

Comment from William Wengel, a Covina resident, in opposition to a rear vehicular access gate, unless it is for emergency access only, and with no objection to a rear pedestrian access gate.

Comment from Brian Tannehill, a Covina resident, in opposition to a rear vehicular access gate.

Comment from Chun C., a Covina resident, in opposition to a rear vehicular access gate and rear pedestrian access gate.

Comment from Veronica Palacios, a Covina resident, in opposition to a rear vehicular access gate and rear pedestrian access gate, and in support of a non-transparent fence instead.

Comment from Celina Currier, a Covina resident, in opposition to a rear vehicular access gate and rear pedestrian access gate.

Comment from Gina Garcia, a Covina resident, in opposition to a rear vehicular access gate and rear pedestrian access gate, and in support of a non-transparent fence instead.

Comment from Audry Adams, a Covina resident, in opposition to a rear vehicular access gate and rear pedestrian access gate, and in support of a non-transparent fence instead.

Comment from Richard Scobey a Covina resident, in opposition to a rear vehicular access gate and in support of replacing the original fence.

Comment from Shannon Tracy, a Covina resident, in opposition to a rear vehicular access gate and rear pedestrian access gate and expressed concern for traffic and safety.

Commissioner McMeekin asked Planning Manager Lugo to repeat the reference to an island in the comment.

Planning Manager Lugo responded, “why don’t you close the island back up on Covina Blvd and Fairvale like it used to be back in the 1980s and prior, this has been a nightmare drag strip since opening this area.”

Comment from Sandra Galindo, a Covina resident, in opposition to a rear vehicular access gate and rear pedestrian access gate, and in favor of a non-transparent fence instead.

Comment from Oscar Castro and Helia Gomez, Covina residents, in opposition to a front security access gate, and in favor of a pedestrian access gate and emergency access only rear vehicular access gate.

There were no other written comments read into the record.

Planning Manager Lugo informed the commission that the person that prepared the last comment was available in person to address the commission if they allow it.

Chair Zermeno invited the speaker to comment.

Helia Gomez, a Covina resident, commented that they are in support of the gate being completely closed in the rear if that was what was originally approved and to have it available for pedestrian access only. Helia Gomez further added that the Covina Townhomes Property has speed bumps and speed limits of five miles per hour in their community and added that, in response to an earlier comment from Gabriel Sanchez, because they are a gated community, pedestrian access would not mean that residents from outside of the community can access amenities from inside the community and that the streets outside of the community are public streets, not private streets.

Clyde Abra, a Covina resident, commented that these developments went through the Planning and Building departments before they were built and that there was no need at the time to allow a rear access gate, and believes that the new gate should be built as is.

There were no further comments provided by the public.

Chair Zermeno stated that the item will remain open as staff has recommended that the item be continued to the February 28, 2023, Planning Commission regular meeting.



Commissioner McMeekin commented that, after the last meeting, they drove out to the Townhomes, and drove around the neighborhood from the dead-end to Barranca avenue and stated that, when a decision is to be made, they will consider that experience as well.

Chair Zermeno entertained a motion to continue the item and hearing to the February 28, 2023, Planning Commission meeting, as requested by staff.

Commissioner Rodriguez made a motion and Commissioner Richardson seconded to continue the item and hearing to the next regular Planning Commission meeting on February 28, 2023.

Motion carried by a vote of 5-0, as follows.

AYES: RICHARDSON, RODRIGUEZ, CONNORS, MCMEEKIN, ZERMENO

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

#### **CONTINUED BUSINESS**

None.

#### **NEW BUSINESS**

None.

#### **GENERAL MATTERS**

None.

#### **ADJOURNMENT**

The Chairman adjourned the Planning Commission meeting at 8:13 p.m. to the Regular Planning Commission Meeting on February 28, 2023, at 7:00 PM in the Council Chamber of City Hall.

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**Secretary**



# CITY OF COVINA

## PLANNING COMMISSION AGENDA REPORT ITEM NUMBER CPH 1 March 14, 2023

**TO:** Chairman and Members of the Planning Commission

**FROM:** Brian K. Lee, AICP, Director of Community Development

**SUBJECT:** **Application for Planned Community Development Modification (PCDM) 22-1 and Determination of Exemption from CEQA;** A request to modify Planned Community Development (PCD) 77-002 (Ordinance. 1374) to allow the installation of a 6-foot tall wrought iron fence and pedestrian gate to the rear access onto East Nubia Street and, the installation of new security gates to the main entrance, off Citrus Avenue. The Planning Commission will consider Resolution No. 2022-024 PC making a recommendation to the City Council on PCDM 22-1. The Planning Commission will consider the project exempt from further review under CEQA. The site is within the Planned Community Development/Multi-Family Residential-4000 (PCD/RD) zone, located at 1244 North Citrus Avenue. (APN; 8406-019-029)

### SITE AND PROJECT DESCRIPTION

#### A. Project Information:

Request: Modification to PCD 77-002 (Ordinance No. 1374)

Applicant: Covina Town Homes

HOA Representatives: Stephanie Callahan (President)  
David Martinez (Vice President)

Location: 1244 N. Citrus Ave.

Assessor Parcel  
Map No: 8406-019-029

#### B. Site and Surrounding Land Uses-Table 1:

	General Plan	Zoning	Existing Uses
Site	Medium Density Residential (7-14 Units)	PCD/RD-4000 - Planned Community Development / Residential Zone (Multiple Family - 4,000 sq. ft.)	Covina Townhomes
North	Medium Density Residential (7-14 Units per acre)	PCD/RD-3000 - Planned Community Development / Residential Zone (Multiple Family - 3,000 sq. ft.) / R-R - Residential Zone (Trailer and Mobile Home Parks)	Multi-Family Units / Tumbling Waters Mobile Park

South	Medium Density Residential (7-14 Units per acre)	PCD/RD-4000 - Planned Community Development / Residential Zone (Multiple Family - 4,000 sq. ft.)	Residential/Condominium Complex
East	Low-Density Residential (0-6 Units per acre)	R-1-7500 - Residential Zone (Single Family - 7,500 sq. ft)	Residential Homes
West	Low-Density Residential (0-6 Units per acre)	R-1-7500 - Residential Zone (Single Family - 7,500 sq. ft)	Residential Homes

- C. Site Characteristics:** The Subject Site is located north of the Downtown area and Covina Transit Center. The site is an approximately 6.04-acre lot with 18 existing two-story residential buildings, totaling 68 units, with an existing pool and tennis court. Access to the site is via two driveways located along Citrus Avenue and East Nubia Street. There are approximately 92 parking spaces available on site. No changes were proposed to the existing building footprint, nor a change to parking.
- D. PROJECT SUMMARY:** On June 14, 2022, Covina Townhomes applied to modify Planned Community Development (PCD) 77-002 (Ordinance. 1374) to allow for the installation of a wrought iron fence to the rear access onto East Nubia Street and, the installation of new security gates to the main entrance, off Citrus Avenue, and to modify their existing open space (tennis court) to install two new basketball posts. Both gates, one located to the rear, and the other to the front of the property, are proposed to be 6 feet in height, provide emergency access to emergency vehicles, and would include the installation of two new lighting fixtures.

## **SITE HISTORICAL BACKGROUND**

At the May 10, 1977, Planning Commission meeting, the Planning Commission approved a recommendation to the City Council to approve a Zone Change to re-zone the parcel, located at 1244 N. Citrus Avenue, from C-3A (Community or Regional Shopping Center) Commercial to an RD (Multi-Family Residential) zone, to allow for the future construction of a 124-unit apartment complex, by developer Oak Bay Company. During public hearing testimony, nearby community residents spoke against the proposed development, specifically concerned with the proposed increase in density, (the developer proposed 124 apartment units), and concerns for privacy and public safety impacts to residents in nearby single-family residential units, etc.

At the June 6, 1977, City Council meeting, the City Council held a public hearing to consider a zone change from a commercial use (C-3A) to a multi-family residential use (RD-2100) for property located at 1244 N. Citrus Avenue. During the Public hearing, several nearby property owners gave testimony opposing the proposed zone change for the same reasons addressed at the May 10, 1977, Planning Commission meeting. The City Council denied the application for a zone change to RD-2100.

At the June 20, 1977, City Council adopted a resolution formalizing the denial of Zone change 77-002.

At the September 27, 1977, Planning Commission meeting, the Planning Commission considered a request for a proposed Planned Community Development (PCD) overlay zone, to allow the development of a 68-unit multi-family condominium project at 1244 North Citrus Avenue. Applicant/developer Oak Bay Company addressed community concerns raised at the previous planning and city council meetings and modified the project to lower the density and mitigate potential impacts to nearby single-family residential homes, specifically on Nubia Street and Fairvale Avenue. Public hearing testimony was received, and the Planning Commission approved a recommendation to the City Council to approve PCD 77-002 (Ordinance No. 1374).

On November 7, 1977, the City Council held a public hearing on a proposed planned community development overlay zone to allow the development of a 68-unit condominium project at 1244 N. Citrus Avenue. Public hearing was opened and no comments were received.

On December 5, 1977, the City Council adopted PCD 77-002 (Ordinance 1374).

Source information can be found under Exhibit 6 for the 1977 Planning Commission and City Council minutes, staff reports, and ordinance/PCD 77-002 for your reference.

### **STAFF ANALYSIS**

On February 28, 2023, The Planning Commission's regular meeting was canceled due to technical (audio) issues, and thus, by motion, the item was continued to the March 14, 2023, regular meeting.

On February 14, 2023, staff presented the Planning Commission with a report. The Planning Commission opened the Public Hearing, accepted public testimony, and by motion, continued the item to the next regular Planning Commission meeting on February 28, 2023.

On December 13, 2022, staff presented the Planning Commission with a report. The Planning Commission, open the Public Hearing, accepted public testimony, and by motion, continued the item to a date uncertain to allow staff to receive LA County Fire Department comments and return to the planning commission at a future date, with a comprehensive report and analysis from all respective departments and agencies.

On June 14, 2022, Covina Townhomes (applicant) submitted a request to modify existing PCD No. 77-002 to install a 6-foot tall wrought iron fence with a pedestrian gate, approximately 36'-4" in length, to allow for a secondary means of ingress/egress onto East Nubia Street for vehicles and pedestrians. The modification would also include two new lighting fixtures proposed along the rear gate, abutting East Nubia Street, the installation of a new turnaround security fence located off Citrus Avenue (front of the property), and modify their outdoor recreation area (common open space) to include two new basketball posts to their existing tennis court, to serve as both a tennis and basketball court.

The PCD modification request is in response to property maintenance violation notices that were issued to Covina Townhomes for an unpermitted 5-foot tall dilapidated wood fence abutting East Nubia Street. Under the original 1977 approval (PCD 77-002), a "continuous concrete wall, 6-feet abutting adjacent single-family residential property was to be provided," with the Fire Department requiring the emergency gate be a minimum of 12-feet in width (as required per Los Angeles County Fire Code in effect in 1977), chained and locked, using a standard padlock. The Los Angeles County (LAC) Fire Code requires secondary access with all new developments.

The fence facing East Nubia street had deteriorated due to weathering and lack of maintenance. City staff found no permits or approved plans that would allow Covina Townhomes to construct a wooden fence. A notice of violation was mailed to the Homeowner's Association, as well as, the HOA's attorney.

City Code Enforcement and planning staff made several attempts to contact the HOA to assist and resolve the property maintenance violation. In response to the negligence and improper care of the fence and continued noncompliance with the Covina municipal code, code enforcement cited the property in February, March, and April of 2022.

On May 15, 2022, the applicant submitted plans to the Planning Division for review. City staff routed plans for review to the following divisions and agencies: Planning, Public Works, Covina Police, and Los Angeles

County Fire Department. City staff provided the applicant with recommended changes to their proposal, specifically to their request to change the “emergency-only” rear access onto Nubia Street. As described earlier, the applicant is requesting a PCD modification for the following:

1. To allow a secondary means of ingress/egress in the rear of the property. This would also include a pedestrian gate to access East Nubia Street;
2. A new security gate to the front of the property (Citrus Ave) and a modification to their open space; and,
3. Modify their outdoor recreation area (common open space) to include two new basketball posts to their existing tennis court, to serve as both a tennis and basketball court.

Over several months and several rounds of review with the applicant (5 rounds of review), notwithstanding staff’s recommendations, the applicant requested to move forward with the project as presented to the Planning Commission. In late November 2022, planning staff began preparing the applicant’s submittal for planning commission consideration, tentatively scheduling this item for a December 2022 planning commission meeting.

As proposed, city staff has no issues with PCD Modification No’s 2 and 3 above, with the exception of No. 1. The following issues of concern were raised by the following city departments/agencies:

#### Public Works – Engineering

The existing gated access from Nubia Street has been an emergency-only access gate since the development was constructed in late 1977, early 1978. The residents on Nubia Street have experienced minimal traffic access from the condominium townhome development. Since its approval in 1977, the townhome development has existed all this time without the need for secondary full-time access. The Public Works Engineering Division does not support the need for a full-time secondary gated entry and recommends that the rear gate access from Nubia Street should be only for emergency vehicular access and pedestrian purposes for the following reasons:

- A vehicular turnaround is required to avoid a vehicle backup into the travel lane.
- There is limited available space on the townhome site to provide a vehicular turnaround and any improvements may jeopardize the on-site circulation.
- There is not adequate land owned by the HOA to support a turnaround with a site design modification.
- The applicant would be required to provide a traffic study that would evaluate impacts on the traffic volumes in Nubia.

#### Covina Police Department

The Covina Townhomes currently has a main ingress/egress into the complex via the front ungated driveway situated on Citrus Avenue. Prior to the disintegration of the rear fence gate, the complex had a secured rear gate that abuts a dead-end on Nubia Street. This gate is an emergency-only manual gate that should not be utilized beyond an emergency and should remain secure. Covina Police Department does not recommend changing the use of the rear gate from emergency only to a secondary main access gate for the following reasons:

1. The Covina Townhomes complex was originally designed to have only the Citrus Avenue address as the primary access.
2. Complexes such as these are well-planned, designed, and constructed with on-site amenities, so residents can live with proper utility services, recreation amenities, safety/security aspects, and travel and flow concepts for both vehicular and pedestrian traffic.

3. Adding a new through-traffic gate to the rear will result in additional traffic safety concerns with increased traffic flow to the adjacent residential community east of the Covina Townhomes.
4. The rear gate abuts a dead-end where the Covina Police Department is experiencing homeless issues and upward trends of crime occurrences per police department staff.

#### Los Angeles County Fire Department

On July 2022, initial comments received from the city's dedicated Fire Inspector Liaison (Fire Prevention Division), stated that LA County Fire had no comments or issues with the proposed modifications. Due to the multiple reviews and revisions presented to city staff, in late November 2022, planning division staff contacted LA County Fire to confirm whether they would be providing any final conditions of approval for this project. On December 5, 2022, upon review of the latest revised plans submitted to the planning division, the city's Fire Inspector Liaison informed planning staff the proposed new installation of a turnaround system requires review by a Los Angeles County Fire Department plan checker, not an inspector.

On December 13, 2022, PCDM No. 22-01 was presented to the Planning Commission. At that time, the Public Hearing was opened for public testimony by affected community residents on Nubia and Fairvale Street, including Covina Townhomes. Residents located inside the townhomes expressed support for the rear gate as another means of ingress/egress. However, residents of East Nubia Street and North Fairvale Avenue are not in support of such a proposal. Concerns raised during public testimony were the following:

- Increase in traffic.
- Increase in pedestrian traffic.
- Homeless wandering around the back.
- Speeding of cars originating from Covina Townhomes.
- Secondary access for the subject site.

Residents reported a high volume of traffic stemming from the rear gate, stating that this was not the case a year ago, followed by an increase in pedestrians coming from Covina Town Homes. Testimony also stated that there have been a number of near-miss accidents by speeding cars almost hitting Nubia and Fairvale residents.

Similar public comments were also raised during public testimony during the initial development of the site at both the Planning Commission and City Council meetings held in 1977. Below is a summary table of issues raised by residents in 1977 and in 2022:

PCD 77-002/PCDM 22-01	1977	2022
Traffic	Residents concerned with high volume of traffic townhomes would generate (East Nubia)	Residents reporting high volume of traffic coming from Covina Townhomes (East Nubia)
Pedestrian	Residents concerned with the increase of foot traffic generated from Covina Townhomes	Residents reporting high volume of pedestrian traffic
Trespassers	Residents reporting people cutting across Covina Townhomes to access Citrus or Nubia.	Residents reporting people cutting across Covina Townhomes to access Citrus or Nubia.
Homeless	Residents concerned with transients entering the property.	Residents reporting transients entering the property from both Citrus and Nubia

At the December 13, 2022, Planning Commission meeting, staff conveyed to the Planning Commissioners that staff had not yet received LA County Fire Departments comments on the proposed modifications requested by Covina Town Homes. Staff requested that the Planning Commission continue the item to a date uncertain to allow staff to receive LA County Fire Department comments and return to the planning commission with a comprehensive report and analysis from all respective departments and agencies.

On January 9, 2023, planning staff received LA County Fire Department's final comments and conditions of approval, confirming that the Los Angeles County Fire Department, Land Development Unit approves the proposed modifications as presented, with the installation of new gates on Citrus Avenue and, a 6-foot tall emergency access gate east of the property (Nubia Street) to be a minimum 20-foot wide opening (per current Los Angeles County Fire Department Code Requirements), as a secondary ingress/egress access, with a 4'-6" wide pedestrian gate. The remaining width of the gate within the public right-of-way area (public street, parkway, and sidewalk area) shall be fixed and screened with a metal mesh screen, perforated to address wind shear.

### **PUBLIC HEARING NOTICE AND NOTIFICATION**

The applicant was given a copy of the staff report and all property owners within a radius of at least 300 feet from the overall project site were mailed notices of the Planning Commission public hearing on February 14, 2023, a minimum of ten (10) days before the hearing as required by law. In addition, the public hearing notice was published in the San Gabriel Examiner newspaper on February 2, 2023. On February 14, 2023, the Planning Commission opened the Public Hearing, accepted public testimony, and by motion, continued the item to February 28, 2023. At the Regular Planning Commission meeting of February 28, 2023, the Public Hearing was continued to the March 14, 2023 regular meeting due to audio technical issues.

### **ENVIRONMENTAL DETERMINATION**

Community Development Department staff has determined that the project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) Guidelines. This determination was made based on Section 15301 Class 1 of the CEQA Guidelines, as the Project consists of the operation, repair, maintenance, permitting, or minor alterations of existing private structures on the subject property, and Section 15303 Class 3 of the CEQA Guidelines, as the Project consists of the construction of limited numbers of small accessory structures, including fences. The overall project proposed consists of adding/repairing a wrought iron fence at the rear access from East Nubia Street, and the installation of new security gates at the main entrance off Citrus Avenue. Furthermore, there is no possibility that the activity in question may have a significant effect on the environment and the Project is not subject to CEQA pursuant to Guidelines Section 15061(b)(3). The project would consist of adding/repairing a wrought iron fence at the rear access from East Nubia Street, and the installation of new security gates at the main entrance off Citrus Avenue. Staff finds that there is no substantial evidence that the project will have a significant effect on the environment.

### **RECOMMENDATION**

Staff recommends that the Planning Commission adopt Resolution No. 2022-024 PC, a resolution of the Planning Commission of the City of Covina recommending that the City Council approve Planned Community Development Modification (PCD) 22-01 through the adoption of draft Ordinance CC 23-XXX, amending the Covina Townhomes Planned Community Development (PCD) 77-002 by modifying Condition of Approval No. 4 and adding numbers 12 and 13 under Section 3 of Ordinance No. 1374, and making a finding of exemption of

the California Environmental Quality Act (CEQA) guidelines and, recommending that the City Council adopt draft Ordinance No. 23-XX for Planned Community Development Modification (PCDM) 22-01 with conditions. Staff's recommendation of the following modifications are as follows:

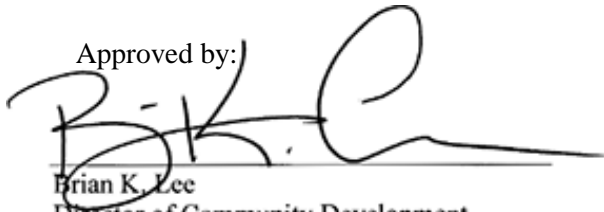
- a) The installation of a 6-foot tall wrought iron gate for "emergency access" only to East Nubia Street, providing a Knox-box for only emergency responders.
- b) The installation of a pedestrian gate for Covina Town Home residents to access East Nubia Street.
- c) Installation of a new security gate to the front of the property (Citrus Ave) with the proposed modifications to their open space to accommodate the proposed vehicular turnaround; and,
- d) Modify their outdoor recreation area (common open space) to include two new basketball posts to their existing tennis court, to serve as both a tennis and basketball court.

Prepared by:



Joshua Pereira  
Planning Technician

Approved by:



Brian K. Lee  
Director of Community Development

**EXHIBITS**

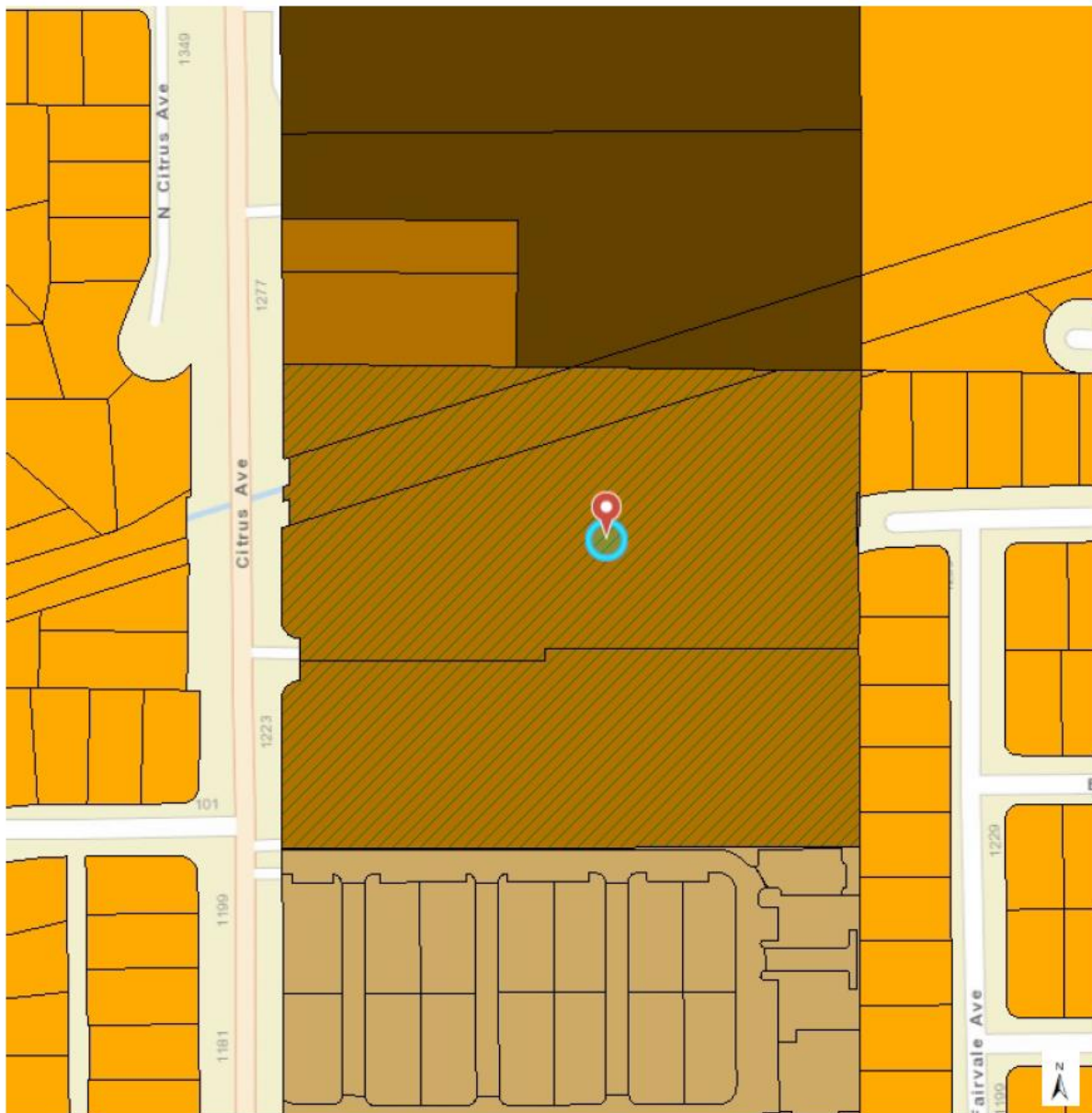
1. Area Map
2. Application
3. 300-foot Radius Map and Notification
4. Project Plans
5. Resolution 2022-024 PC, Draft City Council Ordinance, and Conditions of Approval
6. 1977 Planning Commission Minutes, City Council Minutes, Staff Reports, and Ordinance/PCD 77-002



# **EXHIBIT 1**

## **Zoning and Aerial Map**

## Zoning Map



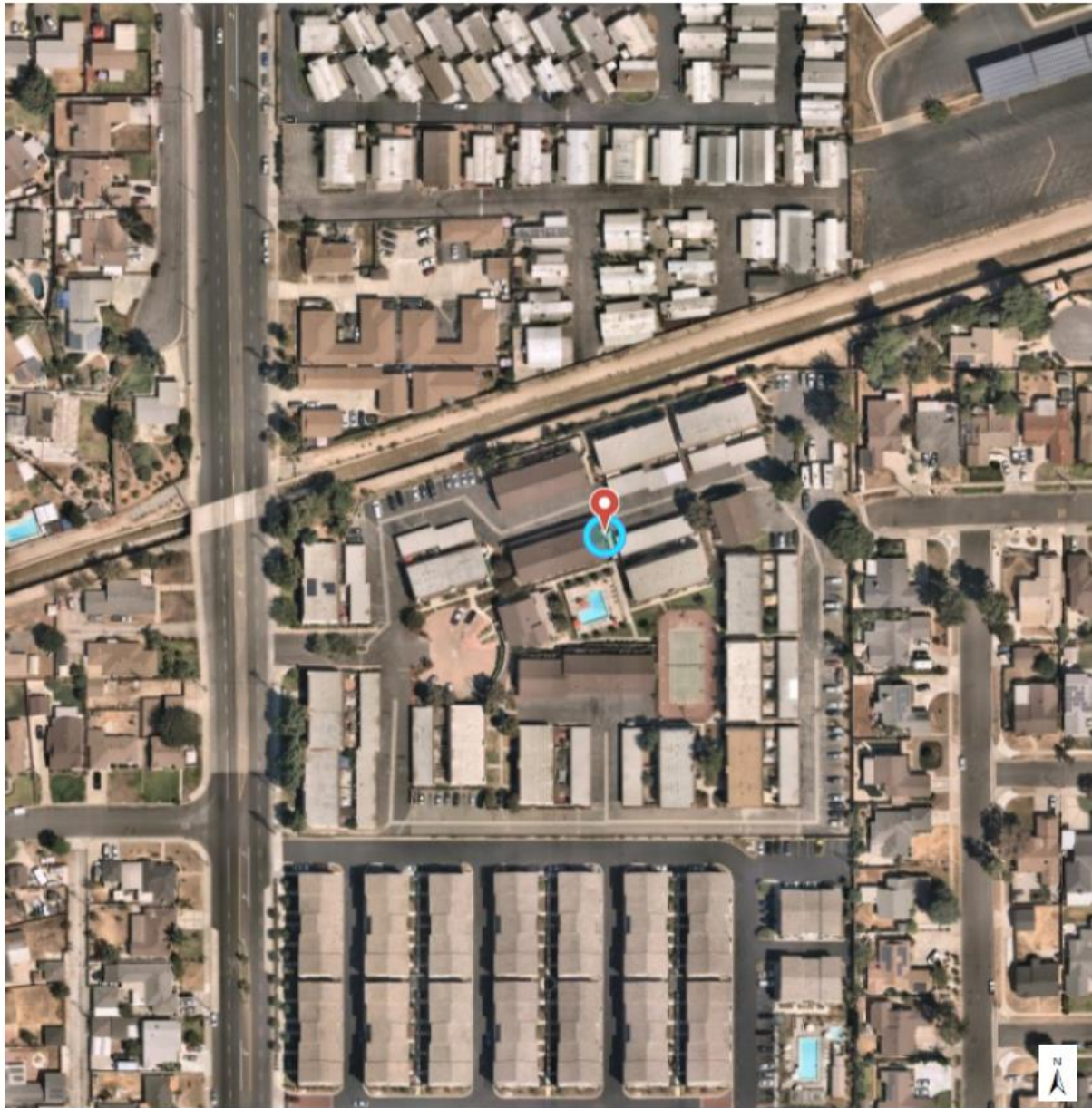
376.17 Feet



1244 N. Citrus Avenue  
Covina Townhomes



## Zoning Map



376.17 Feet



1244 N. Citrus Avenue  
Covina Townhomes



# **EXHIBIT 2**

## **City Application**





# Standard Application Form – 1

Community Development Department – Planning Division

125 East College Street • Covina, California 91723 • (626) 384-5450 / Fax: (626) 384-5479

Reso 2012-024

Applicant Information		STAFF USE ONLY
Name of Proposed Project:	Covina Townhomes	MUNIS NO: PCDM FILE NO: 22-1
Project Address:	1244 N. Citrus #4	
Assessor's Parcel Number:		
Phone: (626) 491-9614 / 422-3010	E-Mail: cchrdsteph@gmail.com	
Applicant Name:	Covina Townhomes	
Applicant Address:	1244 N. Citrus #4	
Property Owner Name:	Covina Townhomes	
Property Owner Address:	1244 N. Citrus #4	

Project Type		
Please check the type of project review requested. If you are applying for more than one review you may check all that apply.		
<input type="checkbox"/> Conditional Use Permit	<input checked="" type="checkbox"/> PCD Amendment	<input type="checkbox"/> Tree Preservation Permit <input type="checkbox"/> Minor
<input type="checkbox"/> Development Agreement	<input type="checkbox"/> Public Convenience or necessity (ABC)	<input type="checkbox"/> Vacation of Alley, Easement, Street
<input type="checkbox"/> General Plan Amendment	<input type="checkbox"/> Site Plan Review-Major	<input type="checkbox"/> Variance
<input type="checkbox"/> Historic Structure Designation	<input type="checkbox"/> Site Plan Review-Minor (Residential)	<input type="checkbox"/> Variance (Minor)
<input type="checkbox"/> Lot Line Adjustment	<input checked="" type="checkbox"/> Site Plan Review-Minor (Non-Residential)	<input type="checkbox"/> Zoning Code Amendment/ Zone Change
<input type="checkbox"/> Pre-Application Review	<input type="checkbox"/> Tentative Parcel Map <input type="checkbox"/> Time Extension	<input type="checkbox"/> _____ (Other)
<input type="checkbox"/> Planned Community Development (PCD)	<input type="checkbox"/> Tentative Tract Map <input type="checkbox"/> Time Extension	<input type="checkbox"/> _____ (Other)

Project Description
Detailed Description of Proposed Project (Attach Additional Sheets if Necessary)

Owner Certification
I certify that I am presently the legal owner of the above described property. Further, I acknowledge the filing of this application and certify that all of the above information is true and correct. If applicant is different from the legal property owner, a property owner's authorization form must accompany this application.
Date: 5/16/2022 Signature: Stephanie Callahan
Print Name and Title: Stephanie Callahan - Board President

STAFF USE ONLY			
Date Received: 5/14/22	Received by: [Signature]	Fees: \$	Receipt No: 184982



## Standard Application – 2 Property Owner's Authorization Form

Community Development Department – Planning Division

125 East College Street • Covina, California 91723 • (626) 384-5450 / Fax: (626) 384-5479

List the name(s) and address(es) of all property owner(s).

1. Owner Name: Stephanie Callahan  
Complete Address: 1244 N. Citrus Ave #4  
Email: cchefsteph@gmail.com Phone: 626-491-9619  
626-422-2040
2. Owner Name: David Martinez  
Complete Address: 1244 N. Citrus Ave #3 Covina 91722  
Email: daby2ni@aol.com Phone: 626-201-2459
3. Owner Name: \_\_\_\_\_  
Complete Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Certification Statement

This letter shall serve to notify you and certify that I/we am/are the legal owner(s) of the property described in the attached application and do hereby authorize:

Applicant's Name: Covina Townhomes HOA Phone: 909-590-5951  
Applicant's Complete Address: 1244 N. Citrus Ave #4 Email: info@inclineconsultant.com  
Covina CA 91722

To file and present my/our interest for the referenced application(s): \_\_\_\_\_

Name (printed): Stephanie Callahan  
Title: Board President Date: 5/16/2022

\* Signature: Stephanie Callahan





## Standard Application Project Contact List

Community Development Department – Planning Division

125 East College Street • Covina, California 91723 • (626) 384-5450 / Fax: (626) 384-5479

The following information must be completed and submitted with new applications: (Print or type all information entered)

<b>Project Location:</b> Covina Townhomes HOA		<b>STAFF USE ONLY</b> <b>FILE NO.:</b>  <b>MUNIS:</b>  <b>RELATED FILES:</b>
<b>Applicant:</b> Covina Townhomes HOA		
<b>Primary Contact Person:</b> Stephanie Callahan		
<b>Address:</b> 1244 N. Citrus #4 Covina CA 91722		
<b>Phone:</b> 626-491-9819 626-422-2040	<b>Fax:</b>	<b>E-mail Address:</b> cche(Steph@)gmail.com
<b>Secondary Contact Person: (Please Specify Name, Company, Title)</b> David Martinez		
<b>Address:</b> 1244 N. Citrus #4 Covina CA 91722		
<b>Phone:</b> 626-201-2459	<b>Fax:</b>	<b>E-mail Address:</b> daby2ni@aol.com
<b>Legal Property Owner:</b>		
<b>Address:</b>		
<b>Phone:</b>	<b>Fax:</b>	<b>E-mail Address:</b>
<b>Architect:</b> _____ <b>Contact Person:</b> _____		
<b>Address:</b>		
<b>Phone:</b>	<b>Fax:</b>	<b>E-mail Address:</b>
<b>Engineer:</b> _____ <b>Contact Person:</b> _____		
<b>Address:</b>		
<b>Phone:</b>	<b>Fax:</b>	<b>E-mail Address:</b>
<b>Landscape Architect:</b> _____ <b>Contact Person:</b> _____		
<b>Address:</b>		
<b>Phone:</b>	<b>Fax:</b>	<b>E-mail Address:</b>



## Standard Application – 3 Project Description Form

Community Development Department – Planning Division

125 East College Street • Covina, California 91723 • (626) 384-5450 / Fax: (626) 384-5479

The following information must be completed and submitted with new applications: (Print or type all information entered)

### A. General Information

Project Address or Assessor's Parcel Number: \_\_\_\_\_

Site Area: \_\_\_\_\_ Building Area: \_\_\_\_\_ Building Height: \_\_\_\_\_ No. of Floors: \_\_\_\_\_

Total anticipated number of employees: \_\_\_\_\_ Max shift: \_\_\_\_\_ Hours of operation: \_\_\_\_\_

Does the business involve the sale of any food or beverages? ☒ No ☐ Yes

Will the project be built in phases? ☒ No ☐ Yes If YES, a phasing plan is required to be submitted.

Will any permits be required from agencies other than the City (including a Hazardous Materials Business Plan)?

☒ No ☐ Yes If yes, list: \_\_\_\_\_

Will the project use, store, or dispose of potentially hazardous chemicals, materials, toxic substances, flammables or explosives? ☒ No ☐ Yes If yes, describe: \_\_\_\_\_

If any of the above answers are YES, please describe in detail on a separate sheet.

### B. Existing Land Uses of the Subject and Surrounding Properties

Subject property: Common area of the Association

North: \_\_\_\_\_

East: Parking / Driveway

South: \_\_\_\_\_

West: Parking / Driveway

### C. Physical Site

Will the project modify existing natural features? ☐ No ☒ Yes If YES, please describe in detail on a separate sheet?

Estimated cubic yards of grading involved in the project: ☐ None ☐ Cut = \_\_\_\_\_ Fill = \_\_\_\_\_

What is the maximum height and grade of constructed slopes? \_\_\_\_\_

### D. Archaeological/Historical

Is the project located in an area of archaeological or historical sensitivity as identified in the Covina General Plan?

☒ No ☐ Yes If YES, please describe in detail on a separate sheet.

### E. Flora and Fauna

Describe the types of vegetation and trees in the project area: none

\_\_\_\_\_

\_\_\_\_\_

Number of Oak trees on the site: 0 Number of Oak trees to be removed: 0 a Tree Permit application must be obtained

Describe the types of wildlife found in the project area: none

\_\_\_\_\_



**F. Noise**

Will the project increase noise levels within the project area of surrounding neighborhood?

☒ No ☐ Yes If YES, please describe in detail on a separate sheet

Will the project increase the amount of light, vibration, dust, ash, smoke, or odors during construction or after development? ☒ No ☐ Yes If YES, please describe in detail on a separate sheet.

**G. List of Attached Environmental Reports**

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Contact person for environmental: \_\_\_\_\_ Phone: \_\_\_\_\_  
Environmental firm: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

**H. Certifications**

Government Code Section 65962.5 requires the Planning Division to make available to applicants the most current list of "Identified Hazardous Waste Sites" from the State Office of Planning and Research. The list is available on the web at <http://www.dtsc.ca.gov/under> Mandated Web Site Postings.

All applicants must complete and sign the following statement in order for the Planning Division to deem the application complete.

"I, Stephanie Callahan, certify that I have reviewed the list of "Identified Hazardous Waste Sites" from the Office of Planning and Research and have determined that the site that is the subject of this application is not on said list."

I hereby certify that to the best of my ability, the statements furnished above and the exhibits submitted with this application present the data and information required for this initial evaluation and that the facts, statements, and information presented are true and correct to the best of my knowledge. Furthermore, I understand that failure to provide the plans and information required may result in this application not being accepted as complete for planning and processing.

Name (printed): Stephanie Callahan Date: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Representative for: Covina Townhomes HOA  
Title: Board President



125 East College Street • Covina, California 91723 • (626) 384-5450 / Fax: (626) 384-5479

Project Name: Covine Townhomes HOA  
Project Address: 1244 N. Citrus #4  
General Plan: Front and Back Privacy gates and install basketball hoops  
Zoning District: in side tennis court

CommunityDevelopment\Planning\FORMS\Checklist

10

June 1, 2022

Mercy Lugo  
City of Covina  
Planning Division  
125 E College Street  
Covina, CA 91723

Re: Covina Townhomes Homeowners Association  
N. Citrus Ave, Covina CA 91722

Dear Mercy Lugo,

As board members of Covina Townhome Homeowners association, we have been tasked with putting together and submitting our application to the city for the project(s) we described within. We hope to acquire the city and or city council's (if required) approval so we may move forward as described.

**Proposed Project(s)**

- 1) Proposed two (2), 6'-0" HT. x 15'-0" Long Wrought Iron Security Gates, Automatic Opening and one (1), 6'-0" x 19'-0" Fence at main vehicle entrance.
- 2) Proposed 6'-0" x 25'-0" Linear Ft. Free Standing CMU wall and 6'-0" HT x 35'-0" Long wrought iron fence with automatic opening gates
- 3) Proposed installation of two basketball goal posts assembly at existing tennis sport court.

**Entitlements and Amendments for this project**

- 1) Site plan approval. Site plan is being submitted to planning department for approval and permits now.

**Reasons for these proposed projects**

- 1) We are confident by gaining approval for these proposed projects and upon completion, our community and its members will see and feel an immediate sense of added security. We will take a small step toward upgrading our community bringing it into the 21<sup>st</sup> century. By adding additional security and amenities that are prevalent within the housing market today we as a community should be able to attract good solid potential buyers which in turn, will help our community maintain and or increase our property values and the property values of the surrounding city areas.

Thank you in advance for your time and consideration. Should you have any additional questions, please feel free to reach out to either Stephanie Callahan, board President at 626 422 2040 or David Martinez, board Vice President at 626 201 2459.

Sincerely,



# **EXHIBIT 3**

## **Radius Map and Notification**



# RADIUS MAPS

Data Management Services for Government and Business

May 17, 2022

David Martinez  
Incline Consultants  
1244 N. Citrus Ave. Unit 4  
Covina CA 91752

1244 N. Citrus Ave.  
Covina CA 91752

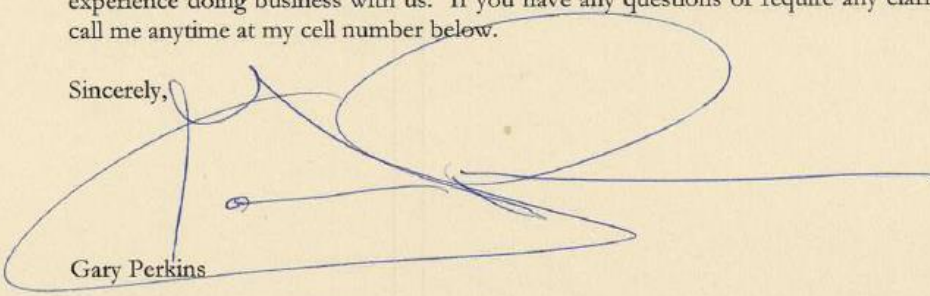
Dear Mr. Martinez:

Thank you for choosing **RADIUS MAPS** for your Public Notification Package. Your public Notification Documents are attached. Please look them over briefly to familiarize yourself with the contents of the package and distribute as follows:

- Please remove the "File Copies" from the file pocket in the back of the package and retain these for your own records, and;
- Submit the bound portion of the package, along with the mailing labels and any large format maps and other exhibits that may accompany the package to the city or government agency to satisfy their notification requirements.

*Your complete satisfaction is my personal priority* and I welcome your feed back on your experience doing business with us. If you have any questions or require any clarifications, you can call me anytime at my cell number below.

Sincerely,



Gary Perkins

Radius Maps Company  
PH (888) 272-3487 FAX (800) 815-9619 Cell (714) 323-6031



Data Management Services for Government and Business

# Public Notification Study & Ownership Listing

Prepared from public records maintained in the Office of  
The County Tax Assessor of Los Angeles County, California

For

1244 N. Citrus Ave.  
Covina CA 91752

**APN 8406-019-025 to 092**

Prepared for:

David Martinez  
Incline Consultants  
1244 N. Citrus Ave. Unit 4  
Covina CA 91752

May 17, 2022

JN 22100

PH (888) 272-3487 Radius Maps Company  
FAX (800) 815-9619  
Cell (714) 323-6031

# RADIUS MAPS

Data Management Services for Government and Business

## CERTIFIED PROPERTY OWNERS' LIST

### AFFIDAVIT

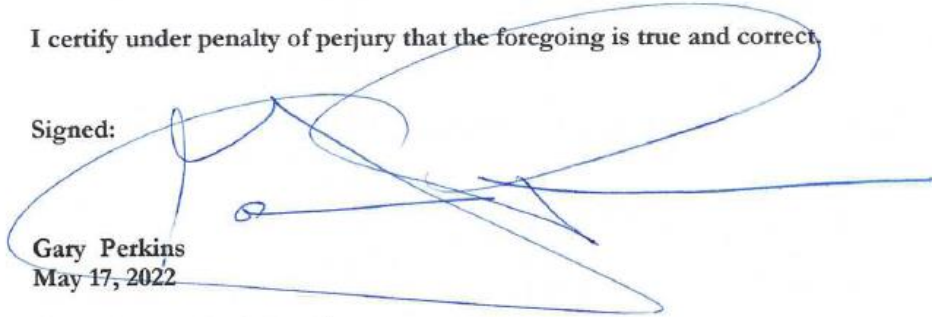
I, Gary Perkins, hereby certify that the attached list contains the names and addresses of all persons to whom all property is assessed, as they appear on the latest available assessment roll of Los Angeles County within the area described and for a distance of Three Hundred (300) feet from the exterior boundaries of the property located at:

1244 N. Citrus Ave.  
Covina CA 91752

**APN 8406-019-025 to 092**

I certify under penalty of perjury that the foregoing is true and correct.

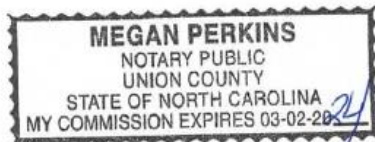
Signed:


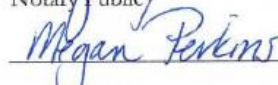
  
Gary Perkins  
May 17, 2022

Union County, North Carolina

Signed and sworn to before me this day by Gary Perkins

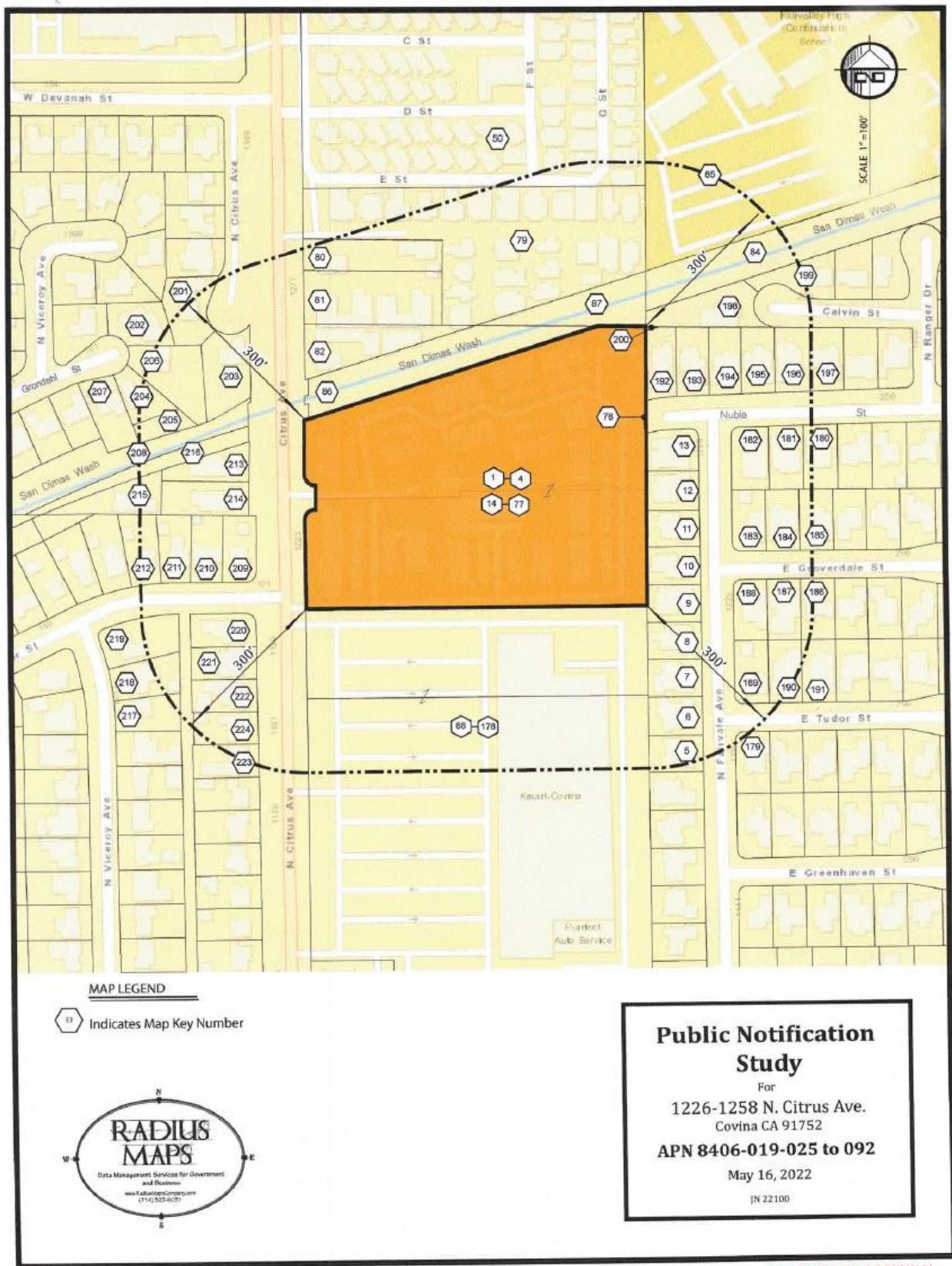
Date: 5-17-2022



  
Notary Public  
, Notary Public  
My commission expires: 03-02-2024

Radius Maps Company  
PH (888) 272-3487 FAX (800) 815-9619 Cell (714) 323-6031







8406-019-032 STEPHANIE C CALLAHAN 6834 E ALMADA ST LONG BEACH CA 90815	1	8406-019-029 RICHARD P & MARIA R MARTINEZ 182 SUTTER CT SAN DIMAS CA 91773	2	8406-019-030 JOSE & ELIZABETH MENDOZA JR 1244 N CITRUS AVE #2 COVINA CA 91722	3
8406-019-031 DAVID R & KRISTINE M MARTINEZ 1244 N CITRUS AVE #3 COVINA CA 91722	4	8406-019-008 GERARD & ANN L ATIENZA 1173 N FAIRVALE AVE COVINA CA 91722	5	8406-019-009 ANITA E LUGO 1181 N FAIRVALE AVE COVINA CA 91722	6
8406-019-010 CHUN PONG CHAN CO TR 1203 N FAIRVALE AVE COVINA CA 91722	7	8406-019-011 ROSITA I NINO 1213 FAIRVALE AVE COVINA CA 91722	8	8406-019-012 ANDREW H & SANDRA CICALO TRS 1221 N FAIRVALE AVE COVINA CA 91722	9
8406-019-013 GUILLERMO VASQUEZ 1231 N FAIRVALE AVE COVINA CA 91722	10	8406-019-014 CHERYL L MILLER 1241 N FAIRVALE AVE COVINA CA 91722	11	8406-019-015 QUEENIE L LI 1249 N FAIRVALE AVE COVINA CA 91722	12
8406-019-016 NANCY PICARDAL 1259 N FAIRVALE AVE COVINA CA 91722	13	8406-019-025 YOLANDA AGUILAR 1242 N CITRUS AVE #1 COVINA CA 91722	14	8406-019-026 XIAOLONG LIANG 1242 N CITRUS AVE #2 COVINA CA 91722	15
8406-019-027 WINDY D HU 1242 N CITRUS AVE #3 COVINA CA 91722	16	8406-019-028 JAMES C HOLLAND 1242 N CITRUS AVE #4 COVINA CA 91722	17	8406-019-033 BERTHA A GOMEZ 3534 E HOLT AVE WEST COVINA CA 91791	18
8406-019-034 KAREN A DAUM 960 LOOKING GLASS DR DIAMOND BAR CA 91765	19	8406-019-035 SANDRA TENORIO 1254 N CITRUS AVE #3 COVINA CA 91722	20	8406-019-036 KYLE T TRONSON 1254 N CITRUS AVE #4 COVINA CA 91722	21
8406-019-037 AARON G IGLESIAS 1256 N CITRUS AVE #1 COVINA CA 91722	22	8406-019-038 ERAY Y CHANG 1256 N CITRUS AVE #2 COVINA CA 91722	23	8406-019-039 COVINA TOWNHOMES HOA 31194 LA BAYA DR #106 WESTLAKE VILLAGE CA 91362	24
8406-019-040 GABRIEL & KATIE FLORES 1256 N CITRUS AVE #4 COVINA CA 91722	25	8406-019-041 RODOLFO & ERLINDA COLCOL 1258 N CITRUS AVE #1 COVINA CA 91722	26	8406-019-042 MOGES T ABEBE CO TR 1258 N CITRUS AVE #2 COVINA CA 91722	27
8406-019-043 HYUN SOO & SO YOUNG KIM 1258 N CITRUS AVE #3 COVINA CA 91722	28	8406-019-044 WANDA J LEE 1258 N CITRUS AVE #4 COVINA CA 91722	29	8406-019-045 RYAN C & MONIQUE N WHITE 1246 N CITRUS AVE #1 COVINA CA 91722	30

8406-019-046 JESSICA & ANTHONY JARAMILLO 1246 N CITRUS AVE #2 COVINA CA 91722	31	8406-019-047 RONG CHENG 1246 N CITRUS AVE #3 COVINA CA 91722	32	8406-019-048 PHILIP M SIONGCO 1246 N CITRUS AVE #4 COVINA CA 91722	33
8406-019-049 RONALD E & WANDA G GLAZE TRS 1248 N CITRUS AVE #1 COVINA CA 91722	34	8406-019-050 MINGKAI SUN 1248 N CITRUS AVE #2 COVINA CA 91722	35	8406-019-051 ECHO DOLORES S & VICTOR F DY 1248 N CITRUS AVE #3 COVINA CA 91722	36
8406-019-052 LINDA J TERRY 1248 N CITRUS AVE #4 COVINA CA 91722	37	8406-019-053 ADAM N LOPEZ 1250 N CITRUS AVE #1 COVINA CA 91722	38	8406-019-054 TYLER V ARIAS 1250 N CITRUS AVE #2 COVINA CA 91722	39
8406-019-055 MADELLYN DOMINGUEZ 1252 N CITRUS AVE #1 COVINA CA 91722	40	8406-019-056 REBECCA F AGUILAR 1252 N CITRUS AVE #2 COVINA CA 91722	41	8406-019-057 JOSHUA J WOOD 1252 N CITRUS AVE #3 COVINA CA 91722	42
8406-019-058 FERN M WEINER 1252 N CITRUS AVE #4 COVINA CA 91722	43	8406-019-059 TAMMY K GREENE 1240 N CITRUS AVE #1 COVINA CA 91722	44	8406-019-060 STANLEY WANDA R COLE 1240 N CITRUS AVE #2 COVINA CA 91722	45
8406-019-061 CLAIRE WONG 1793 ASPEN VILLAGE WAY WEST COVINA CA 91791	46	8406-019-062 ROBERT C RODRIGUEZ 625 N VICTORIA AVE MONTEBELLO CA 90640	47	8406-019-063 DOLORES MAGANA 1238 N CITRUS AVE #1 COVINA CA 91722	48
8406-019-064 DONNA M & JAMES B BANAYAD 1238 N CITRUS AVE #2 COVINA CA 91722	49	8406-019-065 CHUNG C LI 1238 N CITRUS AVE #3 COVINA CA 91722	50	8406-019-066 RICHARD & NANCY CORRAL JR 1238 N CITRUS AVE #4 COVINA CA 91722	51
8406-019-067 CORAZON H & CLARISSA H FLORES 1236 N CITRUS AVE #1 COVINA CA 91722	52	8406-019-068 ROGINA R & ERINY R MATTA 1236 N CITRUS AVE #2 COVINA CA 91722	53	8406-019-069 MAW SHENG & TZYU YUAN PAN TRS 4410 FAIRFIELD WAY CYPRESS CA 90630	54
8406-019-070 SARAH A GLYNN 1236 N CITRUS AVE #4 COVINA CA 91722	55	8406-019-071 CLARA M LAI 742 CHURCHILL AVE SAN DIMAS CA 91773	56	8406-019-072 ROSA ZAMORA 1234 N CITRUS AVE #2 COVINA CA 91722	57
8406-019-073 CRISTINA HANSON 1234 N CITRUS AVE #3 COVINA CA 91722	58	8406-019-074 RHONDA A SCHEUPLEIN 1234 N CITRUS AVE #4 COVINA CA 91722	59	8406-019-075 JANICE L SMITH 1234 N CITRUS AVE #5 COVINA CA 91722	60

8406-019-076 YVONNE M GUTIERREZ 1234 N CITRUS AVE #6 COVINA CA 91722	61	8406-019-077 MARTHA Y GUERRERO 1230 N CITRUS AVE #1 COVINA CA 91722	62	8406-019-078 RENE & DEANA M RAMIREZ 1230 N CITRUS AVE #2 COVINA CA 91722	63
8406-019-079 GABRIELA A ROJAS 1230 N CITRUS AVE #3 COVINA CA 91722	64	8406-019-080 CRAIG T KING 1230 N CITRUS AVE #4 COVINA CA 91722	65	8406-019-081 BLAINE K LASATER 1228 N CITRUS AVE #1 COVINA CA 91722	66
8406-019-082 RICHARD ARAUJO 1228 N CITRUS AVE #2 COVINA CA 91722	67	8406-019-083 SALLY M MAIORCA 1228 N CITRUS AVE #3 COVINA CA 91722	68	8406-019-084 CHARLES S & JASMINE D KUZELA 1228 N CITRUS AVE #4 COVINA CA 91722	69
8406-019-085 CHHANDA PAL 2496 E KERN RIVER LN BREA CA 92821	70	8406-019-086 JUNPING GAO 726 KNOLLWOOD LN SAN DIMAS CA 91773	71	8406-019-087 ANDRE D STERLING 1226 N CITRUS AVE #3 COVINA CA 91722	72
8406-019-088 GRACIELA PAQUINI 1226 N CITRUS AVE #4 COVINA CA 91722	73	8406-019-089 VISHAL R & ASHITA K SANGHAVI 1226 N CITRUS AVE #5 COVINA CA 91722	74	8406-019-090 KRISTIN BABINEAU 1226 N CITRUS AVE #6 COVINA CA 91722	75
8406-019-091 KEVIN CHAN 1226 N CITRUS AVE #7 COVINA CA 91722	76	8406-019-092 HELIA M GOMEZ 1226 N CITRUS AVE #8 COVINA CA 91722	77	8406-019-900 COVINA CITY 125 E COLLEGE ST COVINA CA 91723	78
8406-001-019 CITRUS MOBILE HOME PARK LLC 19 ALLYSSUM RANCHO STA MARGAR CA 92688	79	8406-001-030 JOHN A SWEENEY 3968 ALZADA RD ALTADENA CA 91001	80	8406-001-031 SAME AS KEY #80	81
8406-001-036 SAME AS KEY #80	82	8406-001-039 TUMBLING WATERS MOBILE PARK 22880 SAVI RANCH PKWY YORBA LINDA CA 92887	83	8406-001-901 LA COUNTY FLOOD CONTROL DIST 900 S FREMONT AVE ALHAMBRA CA 91803	84
8406-001-902 COVINA VALLEY UNIFIED SCH DIST 231 E STEPHANIE DR COVINA CA 91722	85	8406-001-905 SAME AS KEY #84	86	8406-001-906 SAME AS KEY #84	87
8406-002-029 CITRUS PROMENADE ASSOCIATION 5 PETERS CANYON RD #310 IRVINE CA 92606	88	8406-002-031 SAME AS KEY #88	89	8406-002-032 SAME AS KEY #88	90



8406-002-049 MERITAGE HOMES OF CALIF INC 1250 CORONA POINTE CT #210 CORONA CA 92879	91	8406-002-057 SAME AS KEY #88	92	8406-002-067 SAME AS KEY #88	93
8406-002-068 SAME AS KEY #88	94	8406-002-069 SAME AS KEY #88	95	8406-002-070 SAME AS KEY #88	96
8406-002-071 XIANREN LIN 1150 ORCHARD DR COVINA CA 91722	97	8406-002-072 ZHIHAO DAI 343 HIGHLAND PL MONROVIA CA 91016	98	8406-002-073 MINTING LU 1949 VISTA DEL SOL CHINO HILLS CA 91709	99
8406-002-074 YUTENG LI 1162 ORCHARD DR COVINA CA 91722	100	8406-002-075 HONG R MAO 1168 ORCHARD DR COVINA CA 91722	101	8406-002-076 VALENCIA TJITRA 1169 ORCHARD DR COVINA CA 91722	102
8406-002-077 VERONICA SPROLING 1163 ORCHARD DR COVINA CA 91722	103	8406-002-078 DAVID & ANNIE LIN 1159 ORCHARD DR COVINA CA 91722	104	8406-002-079 CHRISTOPHER C YEHL 1155 ORCHARD DR COVINA CA 91722	105
8406-002-080 YUK PO LUE & CHI W CHAN 1151 ORCHARD DR COVINA CA 91722	106	8406-002-101 QINGZHU FENG 2033 ABRAZO DR WEST COVINA CA 91791	107	8406-002-102 SAME AS KEY #98	108
8406-002-103 WILLIAM Y HAN 123 NEW BEDFORD AVE CLAREMONT CA 91711	109	8406-002-104 MICHAEL E GLASSMAN 1180 ORCHARD DR COVINA CA 91722	110	8406-002-105 KIT F WANG 1182 ORCHARD DR COVINA CA 91722	111
8406-002-106 CHRISTOPHER KAM 1185 ORCHARD DR COVINA CA 91722	112	8406-002-107 JIANHONG PANG 1181 ORCHARD DR COVINA CA 91722	113	8406-002-108 GUIHUA ZHOU 811 KINGSLEY DR ARCADIA CA 91007	114
8406-002-109 GEORGE N & MADONNA E SALEH 1175 ORCHARD DR COVINA CA 91722	115	8406-002-110 HAZEL & SHAOJING XU 1171 ORCHARD DR COVINA CA 91722	116	8406-002-126 ANGELA LIU 162 BAHIA DR COVINA CA 91722	117
8406-002-127 CAMYU LLC 5777 W CENTURY BLVD #1640 LOS ANGELES CA 90045	118	8406-002-128 JAMES J CHONG 178 BAHIA DR COVINA CA 91722	119	8406-002-129 JUN YUAN 177 BAHIA DR COVINA CA 91722	120

8406-002-130 KEVIN M & VIVIAN T FRUCTUOSO 171 BAHIA DR COVINA CA 91722	121	8406-002-131 BEI CAO 343 HIGHLAND PL MONROVIA CA 91016	122	8406-002-132 YANAN WU 162 BERGAMOT DR COVINA CA 91722	123
8406-002-133 NHIN BINH TANG 172 BERGAMOT DR COVINA CA 91722	124	8406-002-134 DHARMASRI A SELLAHEWA 178 BERGAMOT DR COVINA CA 91722	125	8406-002-135 DELEI YU 177 BERGAMOT DR COVINA CA 91722	126
8406-002-136 XIN NING 171 BERGAMOT DR COVINA CA 91722	127	8406-002-137 CHENGHENG FAN 161 BERGAMOT DR COVINA CA 91722	128	8406-002-138 TIAN WANG 656 HENDRICKS ST MONTEBELLO CA 90640	129
8406-002-139 LISA HUANG 1533 DAB CT DIAMOND BAR CA 91789	130	8406-002-140 KANGJUN ZHU 1179 HARVEST DR COVINA CA 91722	131	8406-002-141 JOSEPH J KIM 1175 HARVEST DR COVINA CA 91722	132
8406-002-142 JENNIFER KALIL JR 1171 HARVEST DR COVINA CA 91722	133	8406-002-143 MARIE A ROQUE 1169 HARVEST DR COVINA CA 91722	134	8406-002-144 MINGYONG SU 343 HIGHLAND PL MONROVIA CA 91016	135
8406-002-145 LI CHENG 1159 HARVEST DR COVINA CA 91722	136	8406-002-146 CHU CHU 1155 HARVEST DR COVINA CA 91722	137	8406-002-147 PETER VILLANUEVA 1151 HARVEST DR COVINA CA 91722	138
8406-002-148 WENJIA ZHU 8840 DUARTE RD SAN GABRIEL CA 91775	139	8406-002-149 JIMSON LI 1152 TAROCO DR COVINA CA 91722	140	8406-002-150 CHRISTIAN & ANTHONY LARA 1158 TAROCO DR COVINA CA 91722	141
8406-002-151 JULIA H WANG 305 W CAMINO REAL AVE ARCADIA CA 91007	142	8406-002-152 ZIREN YAO 1168 TAROCO DR COVINA CA 91722	143	8406-002-153 ERICK C BANZON 1169 TAROCO DR COVINA CA 91722	144
8406-002-154 KYLE CHI SU 1163 TAROCO DR COVINA CA 91722	145	8406-002-155 YING GU 1912 ALTA OAKS DR ARCADIA CA 91006	146	8406-002-156 GASPAR FRANCO 3127 WYNWOOD LN LOS ANGELES CA 90023	147
8406-002-157 PINGCHENG WANG 1151 TAROCO DR COVINA CA 91722	148	8406-002-158 THANAKORN M TANUMATHAYA 8941 DUARTE RD #4 SAN GABRIEL CA 91775	149	8406-002-159 SHAM FUNG 1172 TAROCO DR COVINA CA 91722	150

8406-002-160 DAWN & LAN NGUYEN 1178 TAROCO DR COVINA CA 91722	151	8406-002-161 DANILO V & DAN A HERNANDEZ JR 1180 TAROCO DR COVINA CA 91722	152	8406-002-162 SAME AS KEY #122	153
8406-002-163 HAN KYOUNG & JESSICA K CHOE 10517 BOULDER CANYON RD ALTA LOMA CA 91737	154	8406-002-164 QIAN ZHONG 145 MIRAMONTE DR FULLERTON CA 92835	155	8406-002-165 YANQING MA 1179 TAROCO DR COVINA CA 91722	156
8406-002-166 ALBERT & SANDRA LUNAR 1175 TAROCO DR COVINA CA 91722	157	8406-002-167 HAN CHUN CHIN 3885 ZAHARIAS RIDGE YORBA LINDA CA 92886	158	8406-002-168 XUELU GENG 1150 TANGERINE DR COVINA CA 91722	159
8406-002-169 SIBAO HUANG 128 HIGHLAND PL MONROVIA CA 91016	160	8406-002-170 LARRY V & RENA HUYNH 1158 TANGERINE DR COVINA CA 91722	161	8406-002-171 JIASHU REN 627 E MANDEVILLA WAY AZUSA CA 91702	162
8406-002-172 CHENGYUN PENG 1168 TANGERINE DR COVINA CA 91722	163	8406-002-173 RYAN M GUICE 1169 TANGERINE DR COVINA CA 91722	164	8406-002-174 KIT YING MAN 1163 TANGERINE DR COVINA CA 91722	165
8406-002-175 TONY R & LEONOR A BROOKS 8808 FRANCES FOLSOM ST SW LAKEWOOD WA 98498	166	8406-002-176 SAME AS KEY #98	167	8406-002-177 XIAOLIN WU 1151 TANGERINE DR COVINA CA 91722	168
8406-002-178 CHI HUNG & SHEN SONIA LIEU 1170 TANGERINE DR COVINA CA 91722	169	8406-002-179 RACHEL A MANANSALA 1172 TANGERINE DR COVINA CA 91722	170	8406-002-180 PEI JYU LIU 1178 TANGERINE DR COVINA CA 91722	171
8406-002-181 JENNY K & JASON L RANGSIPAT 1180 TANGERINE DR COVINA CA 91722	172	8406-002-182 MINGMING ZHANG 1182 TANGERINE DR COVINA CA 91722	173	8406-002-183 HUIFEI CHEN 1185 TANGERINE DR COVINA CA 91722	174
8406-002-184 ASHLEY WONG 1181 TANGERINE DR COVINA CA 91722	175	8406-002-185 ZOE DONG 1545 DENTON AVE HAYWARD CA 94545	176	8406-002-186 NINETT AMAYA ET AL 1175 TANGERINE DR COVINA CA 91722	177
8406-002-187 RAYMOND L TSANG 1171 TANGERINE DR COVINA CA 91722	178	8406-020-008 JOHN R DOMENOWSKIE 10928 178TH CT NE REDMOND WA 98052	179	8406-021-006 GEORGE & NINA N CORTEZ 242 E NUBIA ST COVINA CA 91722	180



8406-021-007 PHILLIP BEAR CO TR 234 E NUBIA ST COVINA CA 91722	181	8406-021-008 WILLIAM A WENGEL JR CO TR 224 E NUBIA ST COVINA CA 91722	182	8406-021-009 DONALD N & URSULA K HANSON 227 E GROVERDALE ST COVINA CA 91722	183
8406-021-010 SURINDER SINGH 235 E GROVERDALE ST COVINA CA 91722	184	8406-021-011 STEVEN & JANNA K BRADLEY 241 E GROVERDALE ST COVINA CA 91722	185	8406-021-022 GEORGEANNE VLAD 240 E GROVERDALE ST COVINA CA 91722	186
8406-021-023 RONALD L PAPEZ 232 E GROVERDALE ST COVINA CA 91722	187	8406-021-024 ANA M ITURRIRIA 224 E GROVERDALE ST COVINA CA 91722	188	8406-021-025 CARLOS TOVAR JR 225 E TUDOR ST COVINA CA 91722	189
8406-021-026 MICHAEL SHEHATA 233 E TUDOR ST COVINA CA 91722	190	8406-021-027 JIM & ANALILIA GUILLEN 241 E TUDOR ST COVINA CA 91722	191	8406-022-001 THOMAS R PRAGER SR 205 E NUBIA ST COVINA CA 91722	192
8406-022-002 CONNIE J OCHOA 211 E NUBIA ST COVINA CA 91722	193	8406-022-003 TODD A BOWERS 221 E NUBIA ST COVINA CA 91722	194	8406-022-004 FAI GEE & LAI KUEN TAM KIN 227 E NUBIA ST COVINA CA 91722	195
8406-022-005 TRACY M & CHERYL L WORLEY 237 E NUBIA ST COVINA CA 91722	196	8406-022-006 GABRIEL A SANCHEZ 245 E NUBIA ST COVINA CA 91722	197	8406-022-017 MARK & NANCY GHEZZO 225 E CALVIN ST COVINA CA 91722	198
8406-022-018 CARLOS BARRAZA 241 E CALVIN ST COVINA CA 91722	199	8406-022-900 SAME AS KEY #84	200	8407-014-014 VICTOR R ASUNCION CO TR 5130 S KENSINGTON AVE ONTARIO CA 91762	201
8407-014-015 ALMA R & PEREZ J ALMAGUER 129 W GRONDAHL ST COVINA CA 91722	202	8407-014-018 BRANT TESSINGER 1301 N CITRUS AVE COVINA CA 91722	203	8407-015-002 HECTOR VARGAS 130 W GRONDAHL ST COVINA CA 91722	204
8407-015-010 KENNETH & JERRAL SCHAITERER 130 W GRONDAHL ST COVINA CA 91722	205	8407-015-013 ANGELICA CORTEZ 120 W GRONDAHL ST COVINA CA 91722	206	8407-015-014 URBAND V & MARIA A MALDONADO 136 W GRONDAHL ST COVINA CA 91722	207
8407-015-904 SAME AS KEY #84	208	8407-017-001 CLIFFORD S SCHUBERT CO TR PO BOX 3091 COVINA CA 91722	209	8407-017-002 CLIFFORD & NORMA SCHUBERT TRS PO BOX 3091 COVINA CA 91722	210

8407-017-003 ONSELEN NANCY L VAN CO TR 119 W TUDOR ST COVINA CA 91722	211	8407-017-004 MICHAEL O QUINN CO TR 125 W TUDOR ST COVINA CA 91722	212	8407-017-012 ANGELA A LOPEZ 1237 N CITRUS AVE COVINA CA 91722	213
8407-017-014 SURIN GUMPAN 1229 N CITRUS AVE COVINA CA 91722	214	8407-017-015 ROBERT J ACOSTA JR 1233 N CITRUS AVE COVINA CA 91722	215	8407-017-901 SAME AS KEY #84	216
8407-028-010 GREGG D MARTIN 1178 N VICEROY AVE COVINA CA 91722	217	8407-028-011 JANET Y SHIH 1186 N VICEROY AVE COVINA CA 91722	218	8407-028-012 LUIS R & FRANCES FERNANDEZ JR 1196 N VICEROY AVE COVINA CA 91722	219
8407-028-013 ERNESTO NEGRETE JR 1199 N CITRUS AVE COVINA CA 91722	220	8407-028-014 MARCO T & ROSARIO M RAMIREZ 1191 N CITRUS AVE COVINA CA 91722	221	8407-028-015 ROSA I AGUIRRE 1183 N CITRUS AVE COVINA CA 91722	222
8407-028-017 MANUEL TORRES 1167 N CITRUS AVE COVINA CA 91722	223	8407-028-026 RICHARD RAMIREZ ORTENCIA HENCH 1175 N CITRUS AVE COVINA CA 91722	224		

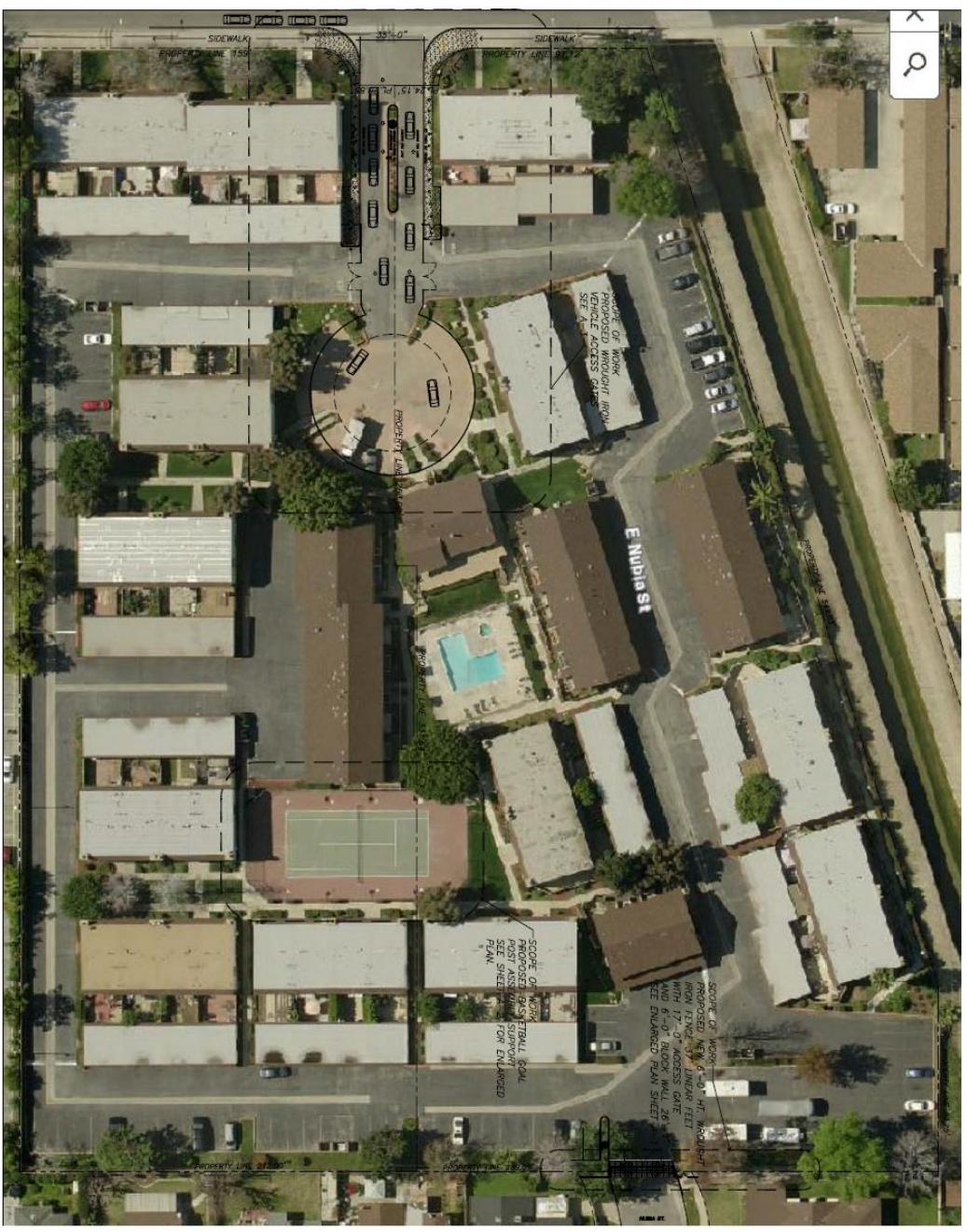


# **EXHIBIT 4**

## **Plans**

# COVINA TOWNHOMES HOA PROPOSED SITE IMPROVEMENTS

1244 N CITRUS AVE. COVINA, CA 91722



## SITE PLAN

SCALE: 1" = 30'-0"



SITE LOCATION  
1244 N. CITRUS AVE  
COVINA, CA 91722



### SITE MODIFICATIONS PROJECT

LEGAL DESCRIPTION	INDEX OF PLANS
OWNERS: COVINA TOWNHOMES HOA 1244 N CITRUS AVE COVINA, CA 91722 TRACT NO. 1 LOT NO. 1	A-0 TITLE PAGE: VICINITY MAP, SITE PLAN, LEGAL DESCRIPTION, CONSULTANTS A-1 GROUND FLOOR PLAN, ELEVATION, DETAILS AND GENERAL NOTES A-2 POOL AND GROUND FLOOR PLAN AND GROUND FLOOR ASSEMBLY A-3 WEST GATE ENTRANCE FLOOR PLAN AND FENCE A-4 SECURITY GATE ENTRANCE LIGHTING FLOOR PLAN
CONSULTANTS RMA Design/Build Group, Inc. 1244 N Citrus Ave, Suite 100 Covina, CA 91722 PHONE: (949) 998-7174 FAX: (949) 998-7174 PRINCIPAL: E. Mark Shoup LIC. C33767 PHONE: (949) 498-4633	

### GENERAL CODE REFERENCES AND GOVERNING AGENCY

2019 CALIFORNIA BUILDING CODES (N.C. 1.1 & UBC VOL. II) (CBC)  
2019 CALIFORNIA MECHANICAL CODE (CMC)  
2019 CALIFORNIA ELECTRICAL CODE (CEC)  
2019 CALIFORNIA FIRE CODE (FCF)  
2019 CALIFORNIA GREEN BUILDING STANDARDS CODE (TITLE 24)

### PROPOSED PROJECTS FEATURES

OCCUPANCY GROUP: R-3  
BUILDING TYPE: TYPE V  
TOTAL AREA: 6.04 ACRES  
SITE AREA:

### SCOPE OF WORK

1. LONG WOODCHIT IRON FENCE WITH AUTOMATIC OPENING GATES
2. PROPOSED INSTALLATION OF TWO BASKETBALL GOAL POSTS ASSEMBLY AT
3. OPENING AND 10'x10' FENCE AT MAIN VEHICLE ENTRANCE

### NOTES





**6" HASTING EZ SWING UP PALE SYSTEM**

1. Assemble the EZ Swing Up Pale System as shown in the diagram. The EZ Swing Up Pale System is designed to be installed on a concrete wall. The EZ Swing Up Pale System is designed to be installed on a concrete wall. The EZ Swing Up Pale System is designed to be installed on a concrete wall.

2. The EZ Swing Up Pale System is designed to be installed on a concrete wall. The EZ Swing Up Pale System is designed to be installed on a concrete wall. The EZ Swing Up Pale System is designed to be installed on a concrete wall.

3. The EZ Swing Up Pale System is designed to be installed on a concrete wall. The EZ Swing Up Pale System is designed to be installed on a concrete wall. The EZ Swing Up Pale System is designed to be installed on a concrete wall.

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5. The EZ Swing Up Pale System is designed to be installed on a concrete wall. The EZ Swing Up Pale System is designed to be installed on a concrete wall. The EZ Swing Up Pale System is designed to be installed on a concrete wall.

**HT SWFRAME2**

1. The HT SWFRAME2 is designed to be installed on a concrete wall. The HT SWFRAME2 is designed to be installed on a concrete wall. The HT SWFRAME2 is designed to be installed on a concrete wall.

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**HT SWFRAME2**

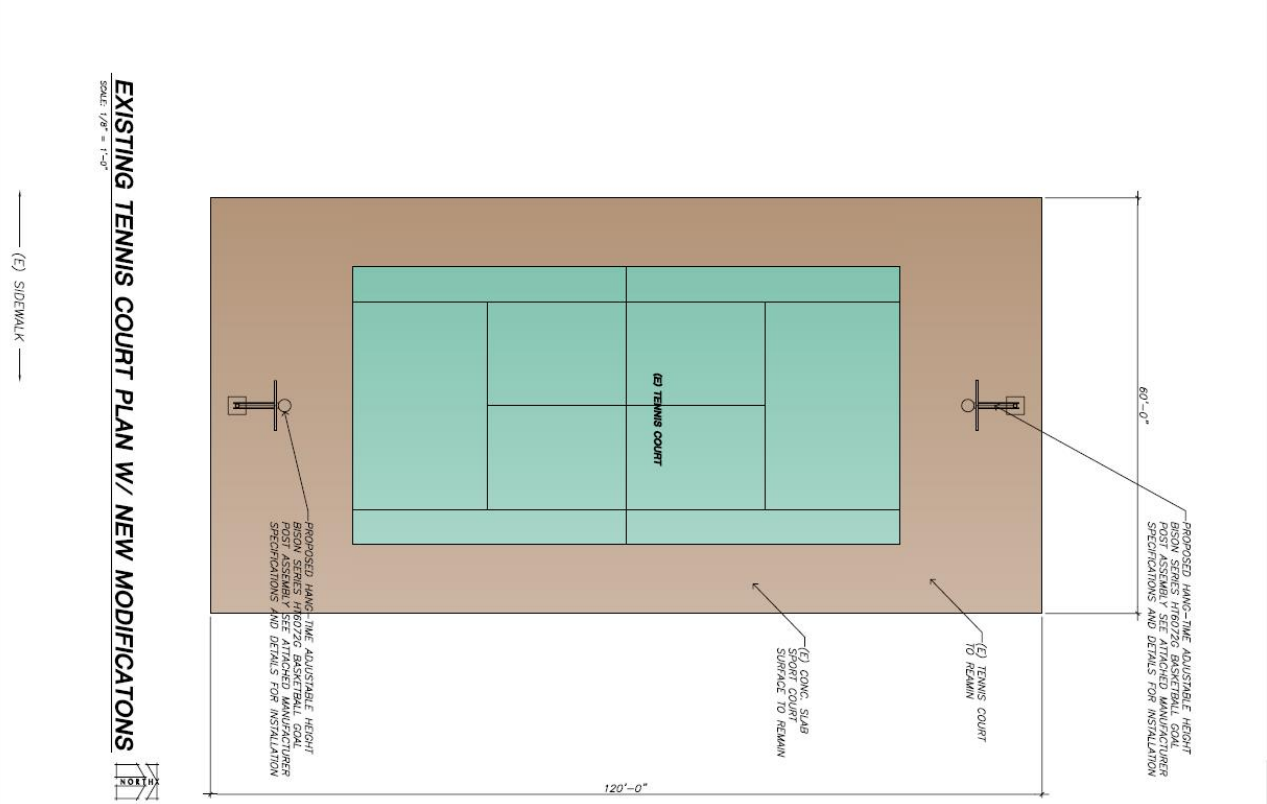
1. The HT SWFRAME2 is designed to be installed on a concrete wall. The HT SWFRAME2 is designed to be installed on a concrete wall. The HT SWFRAME2 is designed to be installed on a concrete wall.

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sheet	date	owner	project address	consultant	designer
A-2	plancheck 24/07	Covina Townhomes HOA	Site Modifications		RMA Design/Build Group, Inc.
PROPOSED BASKETBALL HOOP GOAL POST AND SPECIFICATIONS		1244 N Citrus Ave, Covina, CA 91722	1244 N Citrus Ave, Covina, CA 91722		

1. SOLELY WHERE ACCESS TO OR WITHIN A STRUCTURE OR AN AREA IS REQUIRED BECAUSE OF SECURITY CONCERNS OR WHERE UNLAWFUL ACCESS IS NECESSARY FOR LIFE-SAVING OR FIRE-FIGHTING PURPOSES, THE FIRE CODE OFFICIAL IS AUTHORIZED TO REQUIRE A KEY BOX TO BE INSTALLED IN A BUILDING OR AREA TO PROVIDE ACCESS TO THE FIRE CODE OFFICIAL KEYS TO OBTAIN NECESSARY ACCESS AS REQUIRED BY THE FIRE CODE OFFICIAL.

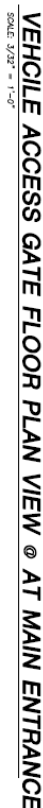
EXCEPTION: A KEY BOX IS NO REQUIRED FOR ACCESS TO THE INTERIOR OF A SLEEPING UNIT OR OCCUPANCY UNIT. SHALL BE INSTALLED ON GATES OR SIMILAR BARRIERS WHERE REQUIRED BY THE FIRE CODE OFFICIAL.

1. WHEN APPLICABLE, THE OWNER OR OPERATOR SHALL CONTROL WITH A SECOND COMPANY FOR SECURITY PERSONNEL OR HIRE SECURITY PERSONNEL OR HIRE PERSONNEL AS EMPLOYEES

- [illegible]


Comments of which can be addressed at the time of plan check after Planning Commission Approval:

1. Select a set of complex plant material (e.g. tropical foliage and succulent grasses) that is available in your area.
2. The set will include any structural and energy components that will be observed with the above analysis.
3. The Project must include an explicit plan and time management requirements to plan and implement the analysis. Include complex material and resource details in the plan. The implementation plan may be completed in the implementation report.
4. Possible analysis options include:
  - Analyzing the structure using the NMR spectra (see the NMR spectra of  $^{13}\text{C}$ -labeled compounds with respect to NMR) and the structure. Prior to submission to the instructor, the student must submit a written report of the analysis to the instructor. The report must include the following information:
    - A description of the structure and the overall project plan for the analysis.
    - A description of the NMR spectra and the results of the analysis.
    - A description of the structure and the results of the analysis.
5. Possible analysis options include:
  - Analyzing the structure using the NMR spectra (see the NMR spectra of  $^{13}\text{C}$ -labeled compounds with respect to NMR) and the structure. Prior to submission to the instructor, the student must submit a written report of the analysis to the instructor. The report must include the following information:
    - A description of the structure and the overall project plan for the analysis.
    - A description of the NMR spectra and the results of the analysis.
    - A description of the structure and the results of the analysis.
6. The Project must include an explicit plan and time management requirements to plan and implement the analysis. Include complex material and resource details in the plan. The implementation plan may be completed in the implementation report.



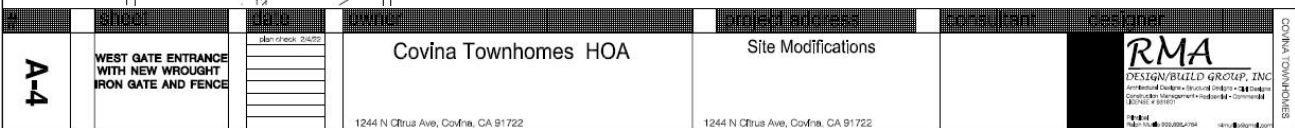
SCALE 3/32" = 1'-0"



#	sheet	date	owner	project address	consultant	designer
A-3	WEST GATE ENTRANCE WITH NEW WROUGHT IRON GATE AND FENCE	plan check 2/4/25	Covina Townhomes HOA	Site Modifications		 <p><b>RMA</b> DESIGN/BUILD GROUP, INC. Commercial Design • Structural Design • MEP Design Construction Management • Hazardous • Commercial GENERAL CONTRACTORS</p>
		1244 N. Civic Ave., Covina, CA 91703	1244 N. Civic Ave., Covina, CA 91703			



FIRE ACCESS BIXES			
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15-114	Red Bixes for Pedestal		
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15-01T	Red Bixes with Easy Lock Cams		
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15-110	Cam & Pedestal Type for		
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## **EXHIBIT 5**

Resolution 2022-024 PC, Draft City Council Ordinance,  
and Conditions of Approval

## **RESOLUTION NO. 2022-024 PC**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF COVINA RECOMMENDING THAT THE CITY COUNCIL APPROVE PLANNED COMMUNITY DEVELOPMENT MODIFICATION (PCD) 22-01 AND ADOPT DRAFT ORDINANCE CC 23-XXX AMENDING THE COVINA TOWNHOMES PLANNED COMMUNITY DEVELOPMENT (PCD) 77-002 BY MODIFYING CONDITION OF APPROVAL NO. 4 AND ADDING NUMBERS 12 AND 13 UNDER SECTION 3 OF ORDINANCE NO. 1374, AND MAKING A FINDING OF EXEMPTION OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) GUIDELINES. THE PARCEL IS ZONED –PLANNED COMMUNITY DEVELOPMENT / RESIDENTIAL 4000 (PCD/RD) ZONE, LOCATED AT 1244 NORTH CITRUS AVENUE. (APN: 8406-019-029)**

WHEREAS, Stephanie Callahan, the Applicant, on behalf of the Covina Townhomes Home Owners Association (HOA), filed Planned Community Development Modification application, PCDM 22-01, a request to modify Planned Community Development (PCD) 77-002 (Ordinance. 1374) Section 3, Conditions of Approval, number 4, to approve the following modifications:

- a) The installation of a 6-foot tall wrought iron gate for “emergency access” only to East Nubia Street, providing a Knox-box for only emergency responders.
- b) The installation of a pedestrian gate for Covina Town Home residents to access East Nubia Street.
- c) Installation of a new security gate to the front of the property (Citrus Ave) with the proposed modifications to their open space to accommodate the proposed vehicular turnaround; and,
- d) Modify their outdoor recreation area (common open space) to include two new basketball posts to their existing tennis court, to serve as both a tennis and basketball court; and

WHEREAS, on December 13, 2022, the Planning Commission held a duly noticed public hearing as prescribed by law to consider the proposed Planned Community Development Modification (PCDM) and any comments received prior to or at the public hearing, at which time staff presented its report, and interested persons had an opportunity to and did testify either in support or in opposition to proposed Planned Community Development Modification (PCDM). Following consideration of the entire record of information received at the public hearing and due consideration of the proposed Planned Community Development Modification (PCDM), the Planning Commission continued the public hearing to a date uncertain to allow staff to receive LA County Fire Department comments and return to the planning commission at a duly noticed future date; and



WHEREAS, on February 14, 2023, the Planning Commission held a duly noticed public hearing as prescribed by law to consider the proposed Planned Community Development Modification (PCDM) and any comments received prior to or at the public hearing, at which time staff presented its report, and interested persons had an opportunity to and did testify either in support or in opposition to proposed Planned Community Development Modification (PCDM). Following consideration of the entire record of information received at the public hearing and due consideration of the proposed Planned Community Development Modification (PCDM), the Planning Commission continued the public hearing to the regular Planning Commission meeting on February 28, 2023; and

WHEREAS, on February 28, 2023, the Planning Commission held the continued public hearing at which time it received and filed submitted written comments and, due to unforeseen audio technical difficulties, the public hearing item was continued to the regular Planning Commission meeting of March 14, 2023; and,

WHEREAS, on March 14, 2023, the Planning Commission held the continued public hearing, at which time staff presented its report, and interested persons had an opportunity to and did testify either in support or in opposition to the proposed project; and,

WHEREAS, all legal prerequisites prior to adoption of this Resolution have occurred.

**NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF COVINA, CALIFORNIA DOES HEREBY RESOLVE AS FOLLOWS:**

SECTION 1. The foregoing recitals are true and correct and are incorporated herein and made an operative part of this Resolution.

SECTION 2. The Project has been environmentally reviewed pursuant to the provisions of CEQA and the State CEQA Guidelines. The Planning Commission, based on its own independent judgment, has determined that the Project is categorically exempt from the detailed review-related requirements of the California Environmental Quality Act (CEQA), and recommends that the City Council find the Project to be exempt from CEQA. This determination was made based on Section 15301 Class 1 of the CEQA Guidelines, as the Project consists of the operation, repair, maintenance, permitting, or minor alterations of existing private structures on the subject property, and Section 15303 Class 3 of the CEQA Guidelines, as the Project consists of the construction of limited numbers of small accessory structures, including fences. The overall project proposed consists of adding/repairing a wrought iron fence at the rear access from East Nubia Street, and the installation of new security gates at the main entrance off Citrus Avenue. Furthermore, there is no possibility that the activity in question may have a significant effect on the environment and the Project is not subject to CEQA pursuant to Guidelines Section 15061(b)(3). Therefore, the Planning Commission finds that the project will not have a significant effect on the environment and is exempt from CEQA.

SECTION 3. Based on the evidence in the record, the Planning Commission recommends that the City Council of the City of Covina find that the draft Ordinance No. 2023-XXX is consistent under General Plan Objective E (1)(y) which states: "Utilize the Zoning Ordinance's Planned Community Development (PCD) process (which allows for development standard

modification if certain conditions are met) as a vehicle for getting attractive, functional, compatible, and innovative projects, thus facilitating residential and nonresidential development and General Plan implementation.” Furthermore, the Planning Commission recommends that the City Council make the following finds to support the approval of PCDM 22-01:

**1. That the site for the proposed use is adequate in size and shape to accommodate the use;**

**Facts:** The proposed construction of the front security gate and the new 6-foot tall wrought iron fence off Nubia Street is contained within the existing property of Covina Townhomes. No additional square footage is being proposed. It complies with the Covina Municipal Code, Covina General Plan, and Covina Design Guidelines. Covina Townhomes is proposing to construct a front security gate and the new black wrought iron fence with no alteration to the building height, appearance, and setback. The building footprint will not be altered. The project design conforms to the general plan, the design guidelines, transportation demand management regulations, and any specific plans or guidelines which may be applicable to the project. The project design is harmonious, consistent, and complete within itself and functionally and visually compatible with neighboring structures and the area in which it is located. The development will constitute an adequate environment for the intended use by sustaining the desirability and stability of the neighborhood and community. *Therefore, this criterion has been met.*

**2. That the site for the proposed use relates to streets and highways adequate in width and pavement type to carry the quantity and kind of traffic generated by the proposed use;**

**Facts:** The construction of a new security gate and rear access gate, for emergency access only, complies with all the applicable regulations as described in the staff report and with the approved PCD 77-002. The proposed security gate and preservation of the rear gate access (off Nubia Street) for emergency access only, will result in vehicle calming measures as vehicles enter and exit the townhome condominium complex from Citrus Avenue. Ingress and egress will remain off Citrus Avenue and no increase in traffic will occur onto Nubia Street, with the exception of emergency responders. The existing street width and pavement type to carry the quantity of traffic generated will not change the already existing traffic demand from the townhome development. The facility will protect and maintain the visual aesthetic of the community, which then complies with the General Plan Land Use Objective 1, Section 2. Residential (6) “Ensure that the overall amount, locations, and timing of development reflect community desires and needs as well as physical and environmental constraints and will not inhibit the City’s ability to meet street capacities and to provide other infrastructure, utilities, and adequate community services.” *Therefore, this criterion has been met.*

**3. That the proposed use is not detrimental to the surrounding properties or uses permitted in the general area;**

**Facts:** The proposed new gates will be confined in conformance with development standards consistent with the character, appearance, and features of the Covina Townhome Development. The proposed security gate and preservation of the rear gate access (off Nubia Street) for emergency access only, will result in vehicle calming measures as vehicles enter and exit the townhome condominium complex from Citrus Avenue. Ingress and egress will remain off Citrus Avenue and no increase in traffic will occur onto Nubia Street, with the exception of emergency responders, thereby facilitating the desired sustainability and stability adequate for its environment, the neighborhood, and the community it will serve. **Therefore, this criterion has been met.**

4. That the conditions stated in the decision are deemed necessary to protect the health, safety and general welfare;

**Facts:** The project design is harmonious, consistent, and complete within itself and functionally and visually compatible with neighboring structures and the area in which it is located. The development will constitute an adequate environment for the intended use by sustaining the desirability and stability of the neighborhood and community. The construction of a new security gate and rear access gate, for emergency access only, complies with all the applicable regulations as described in the staff report and with the approved PCD 77-002. The proposed security gate and preservation of the rear gate access (off Nubia Street) for emergency access only, will result in vehicle calming measures as vehicles enter and exit the townhome condominium complex from Citrus Avenue. Ingress and egress will remain off Citrus Avenue and no increase in traffic will occur onto Nubia Street, with the exception of emergency responders. The proposed new gates will be confined in conformance with development standards consistent with the character, appearance, and features, thereby facilitating the desired sustainability and stability adequate for its environment, the neighborhood, and the community it will serve. **Therefore, this criterion has been met.**

SECTION 4. After considering all evidence presented at the public hearings, both oral and documentary, and after being fully informed, said Planning Commission does hereby recommend that the City Council adopt Ordinance CC-23-XXX, substantially as set forth in Exhibit A, which is attached hereto and incorporated herein by reference, approving Planned Community Development Modification 22-001 and amending the Covina Townhomes Planned Community Development (PCD) 77-002 District Overlay Zone by modifying Condition of Approval No. 4 and adding numbers 12 and 13 under Section 3 of Ordinance No. 1374.

SECTION 5. The documents and materials that constitute the record of proceedings on which these findings and this Resolution are based are located at the City Clerk's office or the Community Development Department, Planning Division, located at 125 E. College Street, Covina, CA 91723 or at [www.covinaca.gov](http://www.covinaca.gov). The custodian of these records is the City Clerk.

SECTION 6. The Secretary shall certify the adoption of this Resolution.

**PASSED, APPROVED, AND ADOPTED** by the members of the Planning Commission

of the City of Covina at a regular meeting thereof held on the 14<sup>th</sup> day of March 2023.

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SUSAN ZERMENO, CHAIRPERSON  
CITY OF COVINA PLANNING COMMISSION

I hereby certify that the foregoing is a true copy of a resolution adopted by the Planning Commission of the City of Covina at a regular meeting thereof held on the 14<sup>TH</sup> day of March 2023 by the following vote of the Planning Commission:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

COVINA PLANNING COMMISSION SECRETARY

**EXHIBIT A**  
**ORDINANCE CC 23-XXX**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, APPROVING PLANNED COMMUNITY DEVELOPMENT MODIFICATION (PCDM) 22-01 AS MODIFIED AND AMENDING THE COVINA TOWNHOMES PLANNED COMMUNITY DEVELOPMENT (PCD) 77-002 DISTRICT OVERLAY ZONE BY MODIFYING CONDITION OF APPROVAL NO. 4 AND ADDING NUMBERS 12 AND 13 UNDER SECTION 3 OF ORDINANCE NO. 1374, AND MAKING A FINDING OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) GUIDELINES.**

WHEREAS, Stephanie Callahan, the Applicant, on behalf of the Covina Townhome Owners Association (HOA), filed Planned Community Development Modification application, PCDM 22-01, a request to modify Planned Community Development (PCD) 77-002 (Ordinance. 1374) Section 3, Conditions of Approval, number 4, to approve the following modifications:

- a) The installation of a 6-foot tall wrought iron fence with a pedestrian gate, approximately 36'-4" feet in length, for "emergency access" only to East Nubia Street, providing a Knox-box for only emergency responders.
- b) Installation of a new security gate to the front of the property (Citrus Ave) with the proposed modifications to their open space to accommodate the proposed vehicular turnaround; and,
- c) Modify their outdoor recreation area (common open space) to include two new basketball posts to their existing tennis court, to serve as both a tennis and basketball court; and

WHEREAS, On December 5, 1977, the City Council approved Ordinance No. 1374 establishing a Planned Community Development (PCD) 77-002 District Overlay Zone.

WHEREAS, Covina Municipal Code (CMC) Chapter 17.58 governs Planning Community Developments and provides that applications for PCDs may be determined pursuant to the procedure set forth in CMC 17.80.090 through 17.80.150;

WHEREAS, CMC Section 17.80.090 provides that the owner of property proposed for a PCD amendment or the authorized representative of the owner may initiate proceedings by filing a petition with the City's Planning Department on forms provided;

WHEREAS, CMC Section 17.80.110 provides that the City's Planning Department shall investigate the facts bearing on the proposed PCD amendment to provide information necessary to assure action consistent with the intent of this title and the general plan;

WHEREAS, CMC Section 17.80.120 provides that after the PCD amendment application is deemed complete, the City's Community Development Director shall give notice of a hearing in accordance with Section 17.80.120;

WHEREAS, CMC Sections 17.80.130.A. and B. provide that the Planning Commission shall hold a public hearing on the date and at the time and place specified in the notice, announce its decision within 30 days after the conclusion of the public hearing, recommend either approval or disapproval of the proposed PCD amendment, and set forth findings in support of the recommendation;

WHEREAS, CMC Sections 17.80.130.B. and C. provide that the Planning Commission's decision shall not enlarge the area of the proposed PCD amendment in any way and must immediately be filed with the City Council and a copy thereof mailed to the petitioner at the address shown on the petition;

WHEREAS, Government Code Section 65855 requires that at the hearing, the Planning Commission render its decision in the form of a written recommendation to the City Council, including the reasons for the recommendation and the relationship of the proposed PCD amendment to the City of Covina General Plan, and transmit the recommendation to the City Council in such form and manner as specified by the City Council;

WHEREAS, the Planning Commission conducted a public hearing on December 13, 2022, continued to February 14, 2023, February 28, 2023, and March 14, 2023, to consider the proposed Planned Community Development Modification (PCDM) and any comments received prior to or at the public hearing either in support or in opposition to proposed PCDM. Following consideration of the entire record of information received at the public hearing and due consideration of the proposed PCDM, the Planning Commission adopted Resolution 2022-024 PC, recommending that the City Council approve PCDM 22-01 and adopt draft Ordinance CC 23-XXX amending the Covina Townhomes Planned Community Development (PCD) 77-002 and making a finding of exemption under the California Environmental Quality Act;

WHEREAS, CMC Section 17.80.140 provides that the hearing date of the City Council public hearing shall be set by the City Clerk for not more than 60 days after the filing of the Planning Commission's resolution with the City Council;

WHEREAS, CMC Section 17.80.150 provides that the City Council shall hold a public hearing on the date and at the time and place specified in the notice and may either adopt, by ordinance, the PCD amendment recommended by the Planning Commission after holding at least one public hearing thereon or modify the PCD amendment recommended by the Planning Commission, provided the proposed modification is been referred back to the Planning Commission for a report, pursuant to Sections 17.80.150.C. and D.;

WHEREAS, on \_\_\_\_\_, 2023, the City Council of the City of Covina held a duly noticed public hearing as prescribed by law to consider the proposed Planned Community Development Modification (PCDM) and any comments received prior to or at the public hearing, at which time staff presented its report, and interested persons had an opportunity to and did testify either in support or in opposition to proposed Planned Community Development Modification (PCDM). Following consideration of the entire record of information received at the public hearing and due consideration of the proposed Planned Community Development Modification (PCDM), the City Council closed the public hearing on that same date; and



WHEREAS, all legal prerequisites prior to adoption of this Ordinance have occurred.

**THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, DOES  
HEREBY ORDAIN AS FOLLOWS:**

**SECTION 1.** The foregoing recitals are true and correct and are incorporated herein and made an operative part of this Ordinance.

**SECTION 2. California Environmental Quality Act Findings.** The City Council hereby makes the following environmental findings and determinations in connection with the approval of the proposed Planned Community Development Modification (PCDM) 22-001: The Project has been environmentally reviewed pursuant to the provisions of CEQA and the State CEQA Guidelines. The City Council, based on its own independent judgement, has determined that the Project is categorically exempt from the detailed review-related requirements of the California Environmental Quality Act (CEQA). This determination was made based on Section 15301 Class 1 of the CEQA Guidelines, as the Project consists of the operation, repair, maintenance, permitting, or minor alterations of existing private structures on the subject property, and Section 15303 Class 3 of the CEQA Guidelines, as the Project consists of construction of limited numbers of small accessory structures including fences. The overall project proposed consists of adding/repairing a wrought iron fence at the rear access from East Nubia Street, and the installation of new security gates at the main entrance off Citrus Avenue. Furthermore, there is no possibility that the activity in question may have a significant effect on the environment and the Project is not subject to CEQA pursuant to Guidelines Section 15061(b)(3). Therefore, the Planning Commission finds that the project will not have a significant effect on the environment and is exempt from CEQA.

**SECTION 3. Findings for Approval of Planned Community Development Amendment (PCDA).** Based on the evidence in the record, the City Council of the City of Covina find that the proposed PCDM 22-01 is in compliance with State law and is consistent with General Plan Objective E (1)(y) which states: “Utilize the Zoning Ordinance’s Planned Community Development (PCD) process (which allows for development standard modification if certain conditions are met) as a vehicle for getting attractive, functional, compatible, and innovative projects, thus facilitating residential and nonresidential development and General Plan implementation.”

**5. That the site for the proposed use is adequate in size and shape to accommodate the use;**

**Facts:** The proposed construction of the front security gate and the new 6-foot tall wrought iron fence off Nubia Street is contained within the existing property of Covina Townhomes. No additional square footage is being proposed. It complies with the Covina Municipal Code, Covina General Plan, and Covina Design Guidelines. Covina Townhomes is proposing to construct a front security gate and the new black wrought iron fence with no alteration to the building height, appearance, and setback. The building footprint will not be altered. The project design conforms to the general plan, the design guidelines, transportation demand management regulations, and any specific plans or guidelines which may be applicable to the

project. The project design is harmonious, consistent, and complete within itself and functionally and visually compatible with neighboring structures and the area in which it is located. The development will constitute an adequate environment for the intended use by sustaining the desirability and stability of the neighborhood and community. *Therefore, this criterion has been met.*

**6. That the site for the proposed use relates to streets and highways adequate in width and pavement type to carry the quantity and kind of traffic generated by the proposed use;**

**Facts:** The construction of a new security gate and rear access gate, for emergency access only, complies with all the applicable regulations as described in the staff report and with the approved PCD 77-002. The proposed security gate and preservation of the rear gate access (off Nubia Street) for emergency access only, will result in vehicle calming measures as vehicles enter and exit the townhome condominium complex from Citrus Avenue. Ingress and egress will remain off Citrus Avenue and no increase in traffic will occur onto Nubia Street, with the exception of emergency responders. The existing street width and pavement type to carry the quantity of traffic generated will not change the already existing traffic demand from the townhome development. The facility will protect and maintain the visual aesthetic of the community, which then complies with the General Plan Land Use Objective 1, Section 2. Residential (6) “Ensure that the overall amount, locations, and timing of development reflect community desires and needs as well as physical and environmental constraints and will not inhibit the City’s ability to meet street capacities and to provide other infrastructure, utilities, and adequate community services.” *Therefore, this criterion has been met.*

**7. That the proposed use is not detrimental to the surrounding properties or uses permitted in the general area;**

**Facts:** The proposed new gates will be confined in conformance with development standards consistent with the character, appearance, and features of the Covina Townhome Development. The proposed security gate and preservation of the rear gate access (off Nubia Street) for emergency access only, will result in vehicle calming measures as vehicles enter and exit the townhome condominium complex from Citrus Avenue. Ingress and egress will remain off Citrus Avenue and no increase in traffic will occur onto Nubia Street, with the exception of emergency responders, thereby facilitating the desired sustainability and stability adequate for its environment, the neighborhood, and the community it will serve. *Therefore, this criterion has been met.*

**8. That the conditions stated in the decision are deemed necessary to protect the health, safety and general welfare;**

**Facts:** The project design is harmonious, consistent, and complete within itself and functionally and visually compatible with neighboring structures and the area in which it is located. The development will constitute an adequate environment for the intended use by sustaining the desirability and stability of the neighborhood and

community. The construction of a new security gate and rear access gate, for emergency access only, complies with all the applicable regulations as described in the staff report and with the approved PCD 77-002. The proposed security gate and preservation of the rear gate access (off Nubia Street) for emergency access only, will result in vehicle calming measures as vehicles enter and exit the townhome condominium complex from Citrus Avenue. Ingress and egress will remain off Citrus Avenue and no increase in traffic will occur onto Nubia Street, with the exception of emergency responders. The proposed new gates will be confined in conformance with development standards consistent with the character, appearance, and features, thereby facilitating the desired sustainability and stability adequate for its environment, the neighborhood, and the community it will serve.

***Therefore, this criterion has been met.***

**SECTION 4.** The City Council hereby approves (PCDM) 22-001, as set forth in Sections 5, 6, and 7 of this Ordinance, subject to the Conditions of Approval attached hereto as Attachment “A” and incorporated herein by this reference.

**SECTION 5.** Condition of Approval No. 4, in Section 4 of Ordinance No. 1374, establishing the Planned Community Development (PCD) District Overlay Zone for Covina Townhomes, is hereby amended to read as follows, with next text indicated with an underline:

“4. That a continuous concrete block wall, 6 feet above adjacent single-family residential property finished grade, be provided. A 6-foot tall wrought iron gate, approximately 36’-4” linear feet for “emergency access only” shall be installed on East Nubia Street, providing a Knox-box for only emergency responders. The gate shall include a pedestrian gate for Covina Town Home residents to access East Nubia Street. The gate shall be properly maintained at all times.”

**SECTION 6.** Subsections 12 and 13 are hereby added to Section 3 of Ordinance No. 1374, adding new conditions of approval to Covina Townhomes Planned Community Development (PCD) District Overlay Zone, to read as follows:

- “12. Install a new security gate along the front main entrance of the property (North Citrus Avenue) per stamped city approved plans, to accommodate the proposed vehicular turnaround.”
- “13. Modify their outdoor recreation area (common open space) to include two new basketball posts to their existing tennis court, to serve as both a tennis and basketball court.”

**SECTION 7.** All other provisions of Ordinance No. 1374 not amended as set forth in Sections 5 and 6 of this Ordinance shall remain in full force and effect.

**SECTION 8. Severability.** If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unenforceable by a court of competent jurisdiction, the remaining portions of this Ordinance shall nonetheless remain in full force and effect. The City Council hereby declares that it would have adopted each section, subsection,

sentence, clause, phrase, or portion of this Ordinance, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions of this Ordinance be declared invalid or unenforceable.

**SECTION 9. Savings Clause.** Neither the adoption of this Ordinance nor the repeal or amendment by this Ordinance of any ordinance or part or portion of any ordinance previously in effect in the City or within the territory comprising the City, shall in any manner affect the prosecution for the violation of any ordinance, which violation was committed prior to the effective date of this Ordinance, nor be construed as a waiver of any license, fee or penalty or the penal provisions applicable to any violation of such ordinances.

**SECTION 10. Effective Date.** This Ordinance shall become effective within thirty (30) days after its adoption.

**SECTION 11. Certification.** The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause this Ordinance to be published within 15 days after its passage, in accordance with Section 36933 of the Government Code.

**PASSED, APPROVED and APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 2023.

City Council of Covina, California

BY: \_\_\_\_\_  
PATRICIA CORTEZ, MAYOR

ATTEST:

\_\_\_\_\_  
FABIAN VELEZ, DEPUTY CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CANDICE K. LEE, CITY ATTORNEY

### CERTIFICATION

I, Fabian Velez, Deputy City Clerk of the City of Covina, do hereby certify that Ordinance 23-\_\_\_\_ CC was introduced for first reading at a REGULAR meeting on the \_\_\_\_ day of \_\_\_\_\_, 2023. Thereafter, said Ordinance was duly approved and adopted at a REGULAR meeting of said City Council on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the following vote:

AYES:            COUNCIL MEMBERS:  
NOES:           COUNCIL MEMBERS:  
ABSENT:        COUNCIL MEMBERS:  
ABSTAIN:       COUNCIL MEMBERS:

Dated:

---

FABIAN VELEZ  
DEPUTY CITY CLERK

**ATTACHMENT “A”**  
**DRAFT CONDITIONS OF APPROVAL**  
**Ordinance No. CC 23-XXX**  
**\_\_\_\_\_, 2023**

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The Planned Community Development Modification (PCDM) 22-01 shall allow approval for the modification Planned Community Development (PCD) 77-002 (Ordinance. 1374) to allow a black wrought iron fence at the rear of the property to become access for Emergency Services with a pedestrian access gate from East Nubia Street, and installation of new turn around security gates at the main entrance off Citrus Avenue and an installation of two basketball goal post assembly at the existing tennis sport court. The parcel is Zoned – Planned Community Development / Residential 4000 (PCD/RD) zone, located at **1244 North Citrus Avenue**. (APN; 8406-019-029)

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**A. TIME LIMIT:**

1. Planned Community Development Modification (PCDM) 22-01: Approval shall lapse and shall become void one (1) year following the date on which the approval became effective, unless a greater amount of time is granted as a condition of approval, or unless prior to the expiration date a building permit is issued and construction is commenced and diligently pursued toward completion on the site which was the subject of the application. The applicant may apply to extend the expiration date for a maximum of one year upon written request to the Director of Community Development a minimum of thirty (30) days prior to expiration. The request must be approved by the Planning Commission prior to the expiration of the approved PCDM applications.

**B. GENERAL REQUIREMENTS:**

1. This approval will not be effective for any purposes until the Applicant has filed with the Planning Division an affidavit stating that it is aware of and agrees to accept all of the conditions of this approval as set forth herein.
2. To the full extent permitted by law, Applicant agrees to and shall fully indemnify, hold harmless, and defend CITY and it's respective elected and appointed officials, officers, members, agents, employees, and representatives (each an “Agent” and collectively “Agents”) from any and all claims, suits, causes of action, fines, penalties, proceedings, damages, injuries or losses of any name, kind or description, specifically including attorneys’ fees (collectively, “Claim(s)”), arising in any way out of or challenging the validity of Project, or the CEQA Determination.
3. The Applicant’s indemnification obligations, as set forth above in this Approval, shall survive the completion or abandonment of the Project or the issuance of a certificate of occupancy with respect thereto. However, Applicant’s obligations after the issuance of a certificate of compliance for the Project shall be limited to indemnifying and defending the Indemnified Parties from legal challenges filed to set aside any part of the Project or its



related components. The provisions of this Condition of Approval are intended by the City and the Applicant to be interpreted and construed to provide the fullest protection possible under the law to the City. Further, all obligations and Liabilities under this Approval are to be paid by the Applicant as they are incurred. The Applicant's obligations to indemnify under this Approval shall include the obligation of the Applicant to defend the City with legal counsel of the City's own choosing. In the event the City elects not to select such counsel, the Applicant shall designate such counsel subject to the City's prior approval.

4. All indemnity provisions, as set forth above, shall continue to be the liability and obligation of Applicant, binding upon Applicant, until the final resolution of all Claims, and shall survive the completion, partial completion, or abandonment of the Project.
5. The Project Site and all improvements thereon, including landscaping, must be maintained in a sound, healthy, and attractive condition reasonably free of weeds, visible deterioration, graffiti, debris, and/or other conditions that violate the Covina Municipal Code.
6. The costs and expenses of any code enforcement activities, including, but not limited to, attorneys' fees, caused by the applicant's violation of any condition imposed hereunder or any provision of the Covina Municipal Code must be paid by the applicant.
7. The management of the business shall at all times take reasonable steps a) to prevent any outside loitering by any associated patrons and b) to encourage all business-related persons to be courteous with neighboring businesses.
8. The management of the business shall ensure that all employees and customers of the business that drive to the site park on the underlying site in legal parking spaces.
9. At all times when any outside lighting typically operates, the exterior lighting on the property shall be fully functional. This lighting shall further meet the design and minimum foot-candle standards of the City to sustain public safety (or, 1.0 foot-candle of illumination) and shall be hooded to prevent the reflection of lights upon the adjacent properties to the south and east of the subject project. All exterior lighting on the site shall not generate any glare onto any surrounding properties or the adjacent public rights-of-way. Exterior lighting shall be pointed downwards and away from any residences. Only the blue accent LED lighting depicted on the submitted plans shall be allowed on the canopy fascia.
10. Approval of this request shall not waive compliance with all other sections of the Covina Municipal Code, the Covina Design Guidelines, and all other applicable plans and non-City laws and regulations that are in effect at the time of application approval by the Planning Commission and at the time of building permit issuance(s) by the Covina Building Division.
11. The City shall have the reasonable right of entry to inspect the immediate premises and the overall property to verify compliance with these Conditions of Approval.

12. If any provision of this approval is held or declared to be invalid, then the entire approval shall be void and the privileges granted hereunder shall lapse.

**C. SITE DEVELOPMENT:**

1. The Project site shall be developed and maintained in accordance with the approved plans on file with the Community Development Department, all representations of the record made by the Applicant(s), the Conditions contained herein, the Covina Municipal Code, and the Covina Design Guidelines.
2. Final plans incorporating all Conditions of Approval and any plan-related changes required in the approval process shall be submitted to the Community Development Director, or his designee, for review and approval, prior to submittal for the Plan Check process.
3. The applicant shall install a powder-coated, perforated metal mesh screen along the entire width of the gate on East Nubia Street. Color to match gate pickets.
4. Minor modifications in elevation details and/or colors may be submitted with detailed drawings and/or information to the Community Development Director, or his designee, for review and approval prior to, or during, the subsequent Plan Check process.
5. Other than the approved modifications under PCDM 22-1, as set forth under Ordinance CC 23-XXX, Conditions of Approval under PCD 77-002 (Ordinance No. 77.1374) shall remain in effect.

**D. BUILDING AND SAFETY DIVISION:**

1. The applicant shall submit 4 sets of complete construction plans to the City's Building and Safety Division.
2. The applicant shall also submit two sets each of any structural and energy calculations with the complete construction plans. All calculations must bear an original signature from the documented author.
3. The Project shall comply with federal and state accessibility requirements to and throughout the proposed building. The applicant shall include compliance methods and structural details on the complete construction plans.
4. Construction activity within 500' of a residential zone is prohibited between the hours of 8:00 p.m. and 7:00 a.m. and on Sundays and Holidays unless otherwise permitted by the City.
5. The building plan check process may address additional project concerns. Approved construction plans will be routed to the Planning, Engineering, Water, and Environmental Services Departments for review. These Departments may individually determine other Project requirements subsequent to the review of the approved construction plans.

**E. PUBLIC WORKS - ENVIRONMENTAL SERVICES DIVISION:**

1. Environmental Services - Upon completion of C&D, the applicant shall complete the form, sign, and return the original with Athens Loads Characterization Report. The applicant shall provide a turning template for diesel tanker trailers to the underground diesel storage tank.
6. Only Athens Services/Covina Disposal, 888-336-6100, is allowed to provide bins and pick up and dispose of trash and recyclables, including all C&D projects. Exception: The project contractor, using his/her own equipment and staff may take recyclables to a recycling facility.
7. The applicant shall complete the form, sign, return the original, and attach a copy to the field plans.
6. The applicant shall submit deposits to the City's Environmental Services Division, as required, prior to issuance of Building Permits.
7. The applicant shall underground, within the exterior boundary line of the subject property, all electrical, telephone, CATV, and similar service wires or cables that provide direct service to the subject property.

**F. PUBLIC WORKS – ENGINEERING:**

1. The applicant shall obtain a public works permit for all work in or adjacent to the public right-of-way (ROW). All work within the public ROW shall be in accordance with applicable standards of the City of Covina, i.e. Standard Specifications for Public Works Construction (Green Book), and the Work Area Traffic Control Handbook (WATCH), and further that construction equipment ingress and egress be controlled by a plan approved by the City Engineer.
2. Existing City roads requiring construction shall remain open to traffic at all times with adequate detours during construction. Street or lane closure permits are required.
3. Due to the construction, the applicant shall be responsible for any repairs within the limits of the project site development, including streets and paving, curbs and gutters, sidewalks, and street lights, as determined by the city engineer.
4. The proposed rear gate abutting East Nubia street shall remain for emergency vehicles only and not another means of entry or existing for the Covina Townhomes Property.

**G. COVINA POLICE DEPARTMENT:**

1. Exterior lighting to include: parking lot light fixtures and wall-mounted light fixtures shall be of LED. Detailed plans to show compliance shall be submitted to Police Department and Planning Division for review and approval, prior to issuance of a permit and prior to installation. The condition of approval shall be accomplished on or before opening.
2. At no time will any security personnel, whether employed by a private company or licensed by the city, or employed by the establishment, be armed with any type of firearm.
3. When applicable, the owner or operator shall contract with a security company for security personnel or hire security personnel as employees.
4. The owners, operators, or managers shall, subject to the approval of the Police Department, develop a plan to ensure that all exterior locations are adequately and safely illuminated during hours of darkness.
5. The owners, operators, or managers must comply with all City codes and ordinances relating to police response and abatement nuisance conditions.
6. The owners, operators, or managers shall, subject to the approval of the Police Department, develop a plan to monitor the area surrounding the location for trash and other discarded items that impact public health and to maintain the cleanliness of the parking lots, sidewalks, and the property of adjacent business owners.
7. The owners, operators, or managers must comply with all City codes and ordinances relating to police response and abatement nuisance conditions.
8. Rolling driveway gates, and any pedestrian gate, shall have a keypad installed with the current access code provided to Police Dispatch at (626) 384-5808.
9. All landscaping should follow the two-foot six-foot rule. All landscaping should be ground cover, two feet or less, and lower tree canopies should be at six feet. This increases natural surveillance and eliminates hiding areas within landscaping. Tree canopies should not interfere with or block the lighting along sidewalks or parking lots. This creates shadows and areas of concealment. Planters will use plant species with limited growth. This is to ensure that maintenance does not become an issue and surveillance from the building is maintained.

**G. LOS ANGELES COUNTY FIRE DEPARTMENT:**

1. The Project shall comply with the provisions of the City's Fire Code.

END OF CONDITIONS

EXHIBIT 6  
1977 Planning Commission Minutes,  
City Council Minutes, Staff Reports, and  
Ordinance/PCD 77-002



CITY OF COVINA  
STAFF REPORT

May 10, 1977  
PC Meeting

May 6 1977

ITEM NO. 5

Note:

Date staff  
report  
completed

TO: PLANNING COMMISSION  
FROM: MICHAEL A. MARQUEZ, PLANNING DIRECTOR */m*  
COORDINATOR: CRAIG JENNINGS, PLANNING ASSOCIATE  
SUBJECT: ZONE CHANGE APPLICATION 77-002

APPLICANT:

Oak Bay Company

REQUEST:

To change the zone from C-3A to RD-2100 to develop apartments.

LOCATION:

East side of Citrus Avenue, northerly of K-Mart, southerly of the San Dimas Wash.

ACREAGE:

Approximately 6 acres

ENVIROMENTAL SETTING:

Subject Property:	C-3A	Vacant
Surrounding Property:		
North:	A-1-6000	Residential
South:	C-3A	Commercial
East:	R-1-7500	Single family residential
West:	R-1-7500	Single family residential

NOTIFICATION OF APPLICANT AND ADJACENT PROPERTY OWNERS:

Applicant mailed copy of staff report. All property owners within a 300 foot radius mailed notice of public hearing on April 28, 1977.

Planning Commission  
(CUP77005)

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7. That the following requirements of the Fire Department be met:
- a. Post exit signs over exit doors.
  - b. Post "Maximum Occupant Load" near front entrance.
  - c. Post sign on wall of dance floor area "Maximum occupant load on dance floor 62."
  - d. All curtains, drops, drapes and decorations must be flame resistant or treated with an approved flameproofing material.
  - e. Provide one 2-1/2 gallon water pressure fire extinguisher for the south portion of the building.
  - f. Provide one Class B fire extinguisher for the kitchen area.

The aforementioned recommendation is based upon the following findings:

1. That the site for the proposed use is adequate in size and shape to accommodate all of the uses proposed for the property.
2. That the site for all of the proposed uses, relating to the streets and highways, is adequate in width and pavement type to carry all the traffic for its uses.
3. That the conditions are deemed necessary to protect the public health, safety and general welfare of the community.
4. That the proposed use will have no adverse effect on abutting property.

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ZCH-77-002

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### STAFF ANALYSIS:

A development has been proposed on the property immediately north of the K-Mart store fronting on Citrus Avenue, up to and including that portion immediately south of the wash and extending easterly to the rear lot line of the single family homes. The proposed development is for approximately 124, one, two and three bedroom apartments to be constructed in several buildings.

In order to construct these apartments, the zoning which is presently C-3A would have to be changed to RD-2100. This application is for a proposed zone change to accommodate the proposed development.

The General Plan indicates that the property in question should be developed as medium density residential. Consequently, the proposed zone change conforms to the General Plan of the City of Covina.

The developers have submitted an environmental impact statement concerning the environmental conditions and changes that might take place as a result of this zone change and the staff has reviewed this situation and a negative declaration has been filed.

The proposed zone change is adjacent to a shopping center and a major highway. The zoning of this property at present is C-3A. A survey of the surrounding area shows that there is a considerable number of shops of all types available to the residents of the area. Some of the commercial area remaining along Citrus Avenue is still vacant. Developers that have approached us on one of the large remaining vacant pieces of commercial areas have indicated they would prefer developing multi-family residential units rather than try to enlarge the commercial facilities in the area because their marketing research showed more than an adequate supply of shopping already available.

Within a four block area of the proposed zone change, we have three or four apartment developments. All of these developments are in the County and they provide over 200 units within these facilities. There are no apartment developments within the City of Covina in this immediate area.

A review of the Covina Valley Unified School District showed that the impact of any additional students such as those that might occupy the proposed development on this property would not create any hardships on the school enrollment.

Regardless of whether the property were developed as a commercial shopping center or as a multi-family residential development, the traffic problem would increase on Citrus Avenue.

Before the zone change can be effected by the Planning Commission, the Commission must make the following findings:

1. That this zone change conforms to the General Plan.
2. That the multi-family residential on this property will strengthen the economic base of the City.
3. That residential type development on this property would not be detrimental to the adjacent single family residential dwellings or to the zones immediately adjacent to the property in question.

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ZCH-77-002

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4. That the change will not have an adverse effect on the environment.
5. That the parcel is of sufficient size to provide for development of the type as indicated by the proposed zone change.

The staff, in reviewing the proposed zone change, feels that it would be more appropriate to develop property of this type as multi-family residential than it would be to continue the development of commercial property because:

1. There is sufficient commercial property in the area.
2. There is need for more apartment units within the City of Covina.

STAFF RECOMMENDATION:

The staff would recommend approval of the proposed zone change from C-3A to RD-2100, however, in order to maintain the area immediately adjacent to the single family residential with a similar density, we suggest the first 100 feet westerly of the present single family homes be zoned RD-7000 and the remaining property be zoned RD-2100 which is the maximum density allowed without a conditional use permit.



ITEM NO. 4  
CUP-77-005

Public hearing of Application CUP-77-005, a request for a conditional use permit to allow on-sale liquor and public dancing in conjunction with the operation of a tavern, upon property located at 1447 North Hollenbeck Avenue.  
Richard Sinclair, applicant.

The Planning Director presented the staff report (copy attached). He added these are the same recommendations as presented in all previous applications.

Mr. Stoops inquired if there have been any incidents in the past that required police action.

Mr. Marquez replied no. The Police Department has not noted any particular problem with the use. In the past there was a sound problem and staff took out a noise meter and measured sound in the general area and found it wasn't directly related to the use itself. This was taken care of partially by the requirement of closing the back door and setting up a barrier for outside the door so that any possible noise from this business would not project out into the residential properties to the west. No complaints have been received either by staff or the Police Department.

Mr. Oliver noted Item No. 2 in the staff report refers to noise level -- is this inside or outside.

The Chairman indicated this would be outside with the doors closed and was a requirement that the existing facility is now operating under.

The Planning Director noted that the following should be added to the end of Item No. 2 -- "as measured from the parking lot located to the west of the building."

The Commission agreed.

Chairman Pitman opened the public hearing and asked for comment from those either for or against this public hearing. There was no response. He closed the public hearing and asked for comment of the Commission.

Mr. Teommey moved, seconded by Mr. Terracciani, that Application CUP-77-005, a request for a conditional use permit to allow on-sale liquor and public dancing in conjunction with the operation of a tavern, upon property located at 1447 North Hollenbeck Avenue, be APPROVED in accordance with the staff report including the addition to Item No. 2 as noted above.

Roll Call Vote: Ayes: Hanby, Stoops, Pitman, Teommey and Terracciani  
Noes: None

Motion carried.

Chairman Pitman indicated the decision of the Commission would be considered as final unless an appeal is filed within ten days in writing to the City Council.

ITEM NO. 5  
ZCH-77-002

Public hearing of Application ZCH-77-002, a request for a change of zone from C-3A (community or regional shopping center) to RD (residential-multiple family), upon property located on the east side of Citrus Avenue, south of the San Dimas Wash.  
Oak Bay Company, applicant.

Mr. Jennings presented the staff report (copy attached).



Mr. Terracciani inquired if RD-2100 is considered medium density residential and what is used to determine this for the apartments. He also asked how you determine if you have enough commercial property.

Mr. Jennings indicated this is determined in reviewing the area in terms of single family units available to the people, the cost of the single family unit, the relative cost of people using apartments and the number available in the City of Covina. The staff felt there is a need for a unit which would cost somewhat less than a single family residence but still being economically comparable to the area. This would allow other people to move into the community which would in effect, strengthen the economic base and allow for more shopping and more jobs to be generated within the community.

Mr. Marquez noted in regard to how do you determine if there is enough commercial property, in the development of the General Plan and development of the Redevelopment Plan, economic studies were carried out. In doing this, it identified the particular problem of there being more excess property zoned for commercial in the City than the maximum population could, in essence, support. There are some key areas. It is realized that as the City grows, some of the need may change but generally speaking, there seems to be an indication there is some excess of commercial zoning.

Chairman Pitman asked Mr. Jennings to explain to those in the audience what a negative declaration is.

Mr. Jennings stated the developer submitted an environmental impact statement to the City which is a statement that reviewed the environmental conditions of the area; primarily the six acres of land which is essentially vacant, flat, a few trees, and no real environmental concerns relative to wildlife, etc. As a result of this evaluation, the staff felt this would not be detrimental to the environment. The staff then filed a negative declaration in accordance with the CEQA.

Mr. Hanby asked if the development is proposed to be one-story or two-story.

Mr. Jennings replied the proposed development would be two-story.

The Planning Director noted the matter being discussed at this time is basically the density. The developer can build either one-story or two-story. There is a maximum height limitation in any of the RD zones of two-story. Single family residential units can also be two-story.

Mr. Marquez then presented a slide presentation of the area showing the subject property as well as all adjacent properties.

Chairman Pitman opened the public hearing and asked for those who wished to comment either in favor or in opposition of the subject application.

Mrs. Barbara Marino, 4823 Fairvale Avenue said she would like to correct a statement made in the presentation. There are apartments directly to the north across the wash -- it is a large apartment complex, very transient, and it is advertised so out front for daily, weekly and monthly.

The Chairman explained the statement was made there are no apartments within the City of Covina in this area. The apartments referred to are in the County and the Commission is aware of them.

Mr. Terracciani asked Mrs. Marino if she was in favor or in opposition of the subject application.

Mrs. Marino replied she is very much against any more apartments.

Mrs. Sanda Cicalo, 4919 Fairvale Avenue indicated she lives directly adjacent to the empty lot. She said she would like to present the Commission with a petition which has been circulated in their neighborhood. They are opposed to the zone change and they feel there are already enough apartments in the area and they would prefer to see single family dwellings of one-story to conform to existing dwellings. (A petition was submitted containing 81 signatures representing 50 properties in adjacent County territory).

The Chairman asked Mrs. Cicalo if she understood the property at the present time is zoned for commercial and anything allowed by that zoning, can be placed on the property. It is zoned C-3A.

Mrs. Cicalo said she understood that.

Chairman Pitman added that the economic value of the land almost makes it prohibitive for single family development. The value of land for commercial property versus value of land for single family residential is considerably higher and to put single family residential on it would make the houses sell at a price much much higher than any other house in that particular area. This all comes down to dollars and cents.

Mr. Terracciani stated the Commission cannot change the zone to R-1 for single family residential but can only consider what the applicant is asking for.

Mrs. Cicalo then inquired how close would the buildings be to the adjacent properties.

On a plot plan, the Planning Director explained what the developer has submitted in his proposal. When multiple family residential abuts a single family zone, the requirements for setback are that for every foot of building height, there would be two feet of setback. This would mean there would be a 25 to 35 foot setback along the back of the development next to the single family residences -- the main building cannot be placed in this area, however, garages can be placed within this area as can be done in the R-1 zone as well.

Mrs. Cicalo then asked if the builder is required to put up a block wall.

The Chairman replied yes -- it is to be between five and six feet in height.

Mr. Stoops said it was his understanding the property to the east of the subject lot is in the County.

The Planning Director noted that is correct.

Mrs. Sirel Hawley, 4939 Fairvale Avenue said if these apartments are to be two-story, there will be no privacy in their back yards and especially if the windows are facing their property. How are they supposed to live comfortably.

The Chairman pointed out you can have two-story development in a single family zone as has been already expressed this evening. The City can only control the space between the buildings. This concern has been expressed before and it really hasn't been that much of a problem.

Mrs. Hawley continued in that it is true you have more theft and more problems with apartment buildings, and especially if it isn't a family building. This could present a lot more trouble in the area. She asked if this wouldn't be true.

Chairman Pitman noted the Commission is concerned mainly with the use of the land. He could not specifically answer her question.

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The Planning Director added many people have a concern in regard to the image of an apartment in a community. A study was conducted several years ago in this regard. There are special areas that would have a more anti-social behavior and it was found in those particular areas, they were initial problems of design and layout and not so much apartments for the sake of apartments. There are apartments in the community that maintain a high standard in terms of their clientele. The general feeling with apartments is that they don't breed crime or anti-social behavior. You really cannot condemn apartments for that. If you take it on a unit basis, you will find in any given number of units, whether they be single family or multiple family, they will generate a similar amount of anti-social type behavior.

Mr. Doyle Harp, 4937 North Citrus Avenue said he is directly west of the property. It is his understanding they are proposing 124 units and asked if that is correct.

The Planning Director replied yes. In terms of the preliminary sketch, it consists of basically two and four unit buildings grouped around three areas of activity containing a pool area, family area and an adult area.

Mr. Harp said it was his understanding the proposed zoning only affects the subject parcel and no other properties in the area. If it is rezoned, would this change their property values.

The Chairman stated the zone change only affects the subject property and he could not say what effect this would have on their property values.

Mr. Harp noted they are the adjacent environment. Any form of traffic pattern in and out of this property should be directed to Citrus Avenue and this would all come right out to his front door. He asked if a signal would be put in at this location.

Chairman Pitman replied a signal would not be a requirement of the developer of this property.

Mr. Harp stated he too lives in the County. Covina police do not respond to any calls from those that live in the County and they have to call the sheriff in San Dimas.

Chairman Pitman said Mr. Doyle is talking about his property. The subject property is in the City of Covina and the Covina police would respond to property in the City.

Mr. Harp said he would be against the subject application.

Mr. Albert Howell, representing the applicant, 21243 Ventura Boulevard, Woodland Hills said their plan is to develop this as a multi-family use primarily for families. This will be a very first class apartment development with predominantly three bedroom units in the development. With respect to the staff report, they cannot accept the RD-7000 in the rear 100 feet of the property. They are planning a large area back there which will be driveways and parking. However, to go with a reduced density which they estimate will be a loss of 15 to 20 units, economically will not allow them to develop the project. They originally had hoped to develop 132 units on the project but due to the parking requirements which comes down to three parking spaces per unit plus guest parking and recreational vehicle requirement, they are only able to place 124 units on the property. Any lower density than that; particularly a 15 to 20 unit reduction, would make it economically unfeasible. He is asking the Planning Commission to evaluate their zone change request on the basis as originally submitted for 124 units. They are prepared to meet any adverse feelings there are about this and make sure they develop the project so that there are not a lot of two-story type units looking down on people's back yards. This is bad for both the single family and for the apartments to have that type of mixed use and they will take that into account certainly in developing a site plan. Their preliminary site plan has done that in many cases where the units are well over 100 feet to 150 feet away. In one case with six units, they are within 45 feet. The majority of the units along the back are in excess of 80 feet from the rear property line.

Mrs. Phyllis Quinley, 4925 Fairvale Avenue stated she is located directly in back of the proposed apartments. She too is against the zone change mainly because she does not feel they need any more apartments -- 124 apartments times two would be about 250 people. She did not feel the Covina School District can handle any more children with the apartments on Barranca Avenue as well having just been built and they too will have children. All these children will go to the same school and the school is not overly crowded but the classrooms have between 25 to 38 children in them now. This block wall which would be adjacent to her property, if it is like the wall in back of K-Mart, will not be much good as their property is higher in grade so when it comes to their properties, they have about a three foot high wall. She was wondering if it would be six feet tall from her property or 6 feet tall on the subject property.

Chairman Pitman indicated it would be 6 feet high on the subject property. He further explained this particular developer could get the zoning and never develop the property also. The Commission is concerned with a land use that is compatible and not to this particular design. The precise plan submitted by this applicant might never be developed.

Mrs. Quigley pointed out she had heard the Covina C.R.A. had an interest in this property and asked if that is correct.

The Chairman replied this property is not in any C.R.A. area.

Mrs. Cheryl Godwin, 18609 Groverdale Avenue noted there is a lot of concern from those living in this area regarding Nubia Street. Will it be closed off or will it go through.

Chairman Pitman replied the only ingress and egress would be to Citrus Avenue from this property unless an easement is established to the business property to the south. If the people in the area got together and wanted this street opened, that would be another matter. If this street should ever go through, there would be a hearing before the Commission and City Council.

Mrs. Godwin indicated they were also concerned about people from these apartments parking on their private street. She inquired as to how many parking spaces per unit are required.

Mr. Marquez replied the developer is required to place three parking spaces per unit with guest and recreational vehicle parking. All these parking spaces are to be placed on the subject property so there would be no reason for anyone to park on their streets.

As there were no further comments, either in favor or in opposition, Chairman Pitman closed the public hearing and asked for comment of the Commission.

Mr. Terracciani indicated at this time he is not in favor of the zone change for two reasons. He is not convinced, as no evidence has been presented, that more apartments are needed. He has been involved with individuals who are looking for large parcels of commercial land in the City of Covina and the reason they are not purchased may be because of the price. There are not that many six acre vacant parcels of land in the City for commercial development. He does not know why but at this time and point, he is not in favor of putting apartments in this area and especially with the applicant admitting he cannot live with RD-7000 on the easterly portion of the subject property.

Mr. Teomney noted the staff has reported one reason for recommending approval is because there is more than enough commercial land available in the City. To put one-story single family residences on this property as some of the people want, would make the cost of those houses beyond the reach of many people and you would get just as many people and maybe more children in there and in the schools. As for the multiple family houses, he thought it would be a good solution to the cost of the lot. North across the wash all the way to Arrow



Highway is practically the same type of development. These people on Fairvale Avenue have lived behind K-Mart for sometime so they must know what it would be like if further commercial development were to be placed there. He is leaning in favor of the zone change.

Mr. Hanby stated he would agree with Mr. Teomney. He has looked at the Market Basket development at Berkley Square with apartments to the south next to a nice residential development, and the Barranca development of apartments and similar situations. It would seem to him that the property is too valuable for private residents and he would believe the staff in their statement that there is too much commercial in that area. He favors the apartments.

Mr. Stoops indicated he too would agree with the staff's recommendation. It does seem that a buffer of RD zoning is normally considered better planning than commercial adjacent to R-1. It also does appear there is adequate commercial zoning in the area and this property has not developed. It would be upgrading the zoning to grant the present request and it does agree with the General Plan.

Chairman Pitman pointed out in regard to the concern voiced about the schools, this matter is referred to the School District in each and every one of these instances. If there are more children than they can handle, they will so advise the City. He would be in favor of the zone change and with the staff recommendation.

The Planning Director added the staff's recommendation will not make the residents happy or the developer. What is trying to be accomplished is to develop a compatible relationship with low density and a major commercial area. The only alternative would be a PCD application since the property does contain at least a minimum of five acres. In the PCD application it may be possible to satisfy both areas of concern; the residents in regard to reducing the development adjacent to their property in terms of height so that there are no tenants peering down on their properties, and the developer in terms of overall density to satisfy more of his needs. The staff's recommendation does this through straight zoning. The PCD zone is more of a design type of resolution of the problem. This would require another zone change application.

The Chairman noted the developer may not be able to live with this time limit which would mean the application would have to be republished once again and notices sent out as in this application. He wouldn't be interested in putting more severe requirements on that area than what is contained in the zoning all over the City. This would be a constraint on the developer that would be more severe than need be in his opinion.

The Planning Director added staff didn't anticipate there would be as much concern as expressed this evening. The General Plan recommends medium density and thought that is the right recommendation. However, because of the immediate uses and relationships, the City would like to develop as compatible a relationship so that all the needs are satisfied in this particular area.

The Chairman then asked if staff would accept something less than RD-7000 on the first 100 feet on the easterly portion of the property. That recommendation can be changed at this time if the Commission so desires to say RD-5000 or RD-6000.

Mr. Marquez noted the main concern from several of the comments made was in regard to the two-story residences next to residential. This was considered in another development in the city where all main buildings were kept within 150 feet of the property line abutting R-1 and at one-story in height so that this factor was eliminated.

The Chairman said he still felt the zoning is adequate to take care of this situation. This particular area is not too different from the rest of the City and he did not think this developer should have to meet any different requirements than any other developer has had to meet. He felt the control of height is adequately done within the zoning ordinance.

Commissioners Stoops and Hanby agreed.

Mr. Teommey noted that under C-3A zoning, you can have a higher building on the property than with RD zoning as proposed.

The Chairman pointed out that under C-3A zoning, the building would have to be placed much farther back from the property line.

Mr. Hanby stated when these people to the east purchased their properties, they knew they faced a possible commercial development. Most people regret the building of commercial next to their properties more than apartments. He would say that in posing on the subject property a like zoning for a tract that faces business development would be much better than further commercial.

Chairman Pitman asked the developer what his minimum requirement would be in the back in terms of density.

Mr. Howell replied they need 124 units minimum for the entire development. Some combination of RD-5000 and RD-1900 or whatever, would be satisfactory just so that the overall density would still be 124 units.

Chairman Pitman said he did not believe the City should go below medium density as shown on the General Plan.

Commissioner Stoops stated he believed RD-2100 is a reasonable density. He did not see any need to make it a lower density, therefore, if it can be zoned in a manner so that he would have that density with the lower density on the east and still balance out at the same overall density of RD-2100, this would be satisfactory.

The Planning Director explained this is a situation where a PCD zoning would come in in his feeling. This would allow the developer the flexibility of the design and it would secure some of the things pointed out.

The Chairman asked the developer if time was important to him in this development.

Mr. Howell replied absolutely. He asked if this 100 feet is some special code requirement.

The Chairman noted this is usually the normal depth of a city lot. He asked the Planning Director if the entire property were zoned RD-2100, would this allow 124 units.

The Planning Director replied yes.

After further review, Mr. Stoops moved, seconded by Mr. Teommey, in regard to Application ZCH-77-002, a request for a change of zone from C-3A (community or regional shopping center) to RD (residential-multiple family), upon property located on the east side of Citrus Avenue, south of the San Dimas Wash, the Commission recommends to the City Council, APPROVAL based on the staff's recommendation with the exception that the entire parcel be zoned RD-2100.

Roll Call Vote: Ayes: Hanby, Teommey, Pitman and Stoops

Noes: Terracciani

Motion carried.

Planning Commission

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May 10, 1977



The Chairman declared a recess at 8:40 P.M. The meeting reconvened at 8:45 P.M. with all Commissioners being present.

ITEM NO. 6  
GPA-77-001

Public hearing of GPA-77-001, a proposed amendment to the General Plan of the City of Covina, relative to considering a change of land use designation from community commercial to medium density residential, for property located on Glentana Street, east of Azusa Avenue.  
For subsequent recommendation to City Council.

Mr. Marquez presented the staff report (copy attached).

The Commission then reviewed the area considered under the General Plan amendment.

Mr. Terracciani said it was his understanding the property owner would have to come in and ask for a change of zoning once the General Plan is amended.

The Planning Director replied that is correct. The General Plan has to be amended before a change of zone can be granted.

Chairman Pitman opened the public hearing and asked if anyone wished to comment either in favor of the application or in opposition. There was no response. He closed the public hearing and asked for comment of the Commission.

Mr. Pitman moved, seconded by Mr. Stoops, in regard to GPA-77-001, a proposed amendment to the General Plan of the City of Covina, relative to considering a change of a land use designation from community commercial to medium density residential, for property located on Glentana Street, east of Azusa Avenue, the Commission recommends to the City Council, a medium density designation in accordance with the staff recommendation.

Roll Call Vote: Ayes: Terracciani, Hanby, Teommey, Stoops and Pitman

Noes: None

Motion carried.

ITEM NO. 7  
NAD-77-086

Public hearing of Application NAD-77-086, a proposed rezoning classification for property within the boundaries of Northerly Annexation District NAD-77-086, which is generally located on the east side of Grand Avenue, northerly of Cypress Street.  
For subsequent recommendation to the City Council.

Mr. Jennings presented the staff report (copy attached).

The Planning Director added one of the reasons for recommending C-4 zoning is that generally speaking, the C-2 zoning is for a shopping center and C-4 is for commercial orientation along a major highway. Another factor is that in the C-2 zone, the setback requirement from a residential area is approximately 70 feet. In essence in the design and layout of the building, what will happen is that you will have a lot of activity and parking in the back. In the C-4 zone, the setback requirement is 20 feet and you would have more of the parking in the front area. His feeling is that restricting the activity to Grand Avenue and keeping the cars parked in that area is much better in terms of being compatible for the residential property than it would be to have 70 feet of parking in the back. Basically the C-2 and C-4 zones allow the same things -- the main difference is the setback requirement. He then showed a slide presentation of the

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This year only one bid was received and it was submitted by the Sentinel. The following bid was then read by the City Clerk:

First insertion	\$2.42 per legal printing square
Subsequent insertions	\$2.32 per legal printing square

It is the staff's recommendation that the bid be referred to the City Clerk for study and report at the next regular Council meeting.

The motion was made by Mr. Haven, seconded by Mr. Jaeger, to approve the staff's recommendation. Motion carried.

#### ORAL COMMUNI- CATIONS

#### Oral Communications.

Mr. Darrel Seagraves, 1199 North Citrus Avenue, requested permission to speak on Item D-1.

Mr. Albert Howell, 21243 Ventura Boulevard, Woodland Hills, requested permission to speak on Item D-1.

Mrs. Barbara Marino, 4823 North Fairvale Avenue, requested permission to speak on Item D-1.

Mrs. Sandra Cicalo, 4919 Fairvale Avenue, requested permission to speak on Item D-1.

Mrs. Cheryl Godwin, 18609 Groverdale Street, requested permission to speak on Item D-1.

Mr. Ron Kinsling, 14203 Calais Street, Baldwin Park, requested permission to speak on Item D-3.

Mr. John Gardner, Covina Chamber of Commerce, requested permission to speak on Item E-3.

Mr. Jerry Edgar, 113 North Citrus Avenue, requested permission to speak on Item E-3.

Mr. Ken Miller, 805 North Fenimore Avenue, requested permission to speak on Item E-3.

Mr. David Lane, 835 East Benbow, requested permission to speak on Item E-6.

Mr. D. Staliens, 11747 East Valley Boulevard, El Monte, requested permission to speak on Item E-6.

**PUBLIC HEARING** Public hearing to consider proposed zone change from C-3A  
ZCH-77-002 (community or regional shopping center) to RD-2100 (residential  
**OAK BAY COMPANY** -multiple family) for property located on the east side of Citrus  
Avenue southerly of the San Dimas Wash, Application ZCH-  
77-002.

Mayor Donaldson asked if any written protests had been filed. The City Clerk answered that no written protests had been filed in the City Clerk's office, but that petitions opposing the zone change had been filed with the City Council.

Mayor Donaldson then asked for a staff report on the proposed zone change.



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The Planning Director came forward and gave the location of the property and described it as approximately six acres of vacant property fronting on North Citrus Avenue presently zoned C-3A. The surrounding property is mainly single family residential, with the exception of the commercial property immediately to the south. The General Plan designation for the subject property indicates a medium density residential use and the application submitted is consistent with the General Plan designation.

The zone change application was considered by the Planning Commission and after hearing all the testimony and reviewing the evidence presented, it was recommended the zone change application for RD-2100 be granted. The proposed development for this property should the zoning be granted, consists of approximately 124 one, two and three bedroom apartments to be constructed in several buildings.

Two alternatives were also presented at the Planning Commission public hearing--one was a lower density type of RD zoning or, secondly, the use of the PCD wherein approval of the application is based on a precise plan.

Upon being asked, the Planning Director stated the developer was opposed to the two alternatives presented at the meeting.

Mayor Donaldson opened the public hearing and invited testimony from interested persons in the audience.

Mr. Albert Howell, 21243 Ventura Boulevard, Woodland Hills, came forward and stated he represents the applicant, Oak Bay Company, and then requested the Council continue the public hearing for one month to enable the developer to modify his plans.

The following nearby property owners gave testimony opposing the proposed zone change to RD-2100:

Mr. Darrell Seagraves, 1199 North Citrus Avenue  
 Mrs. Anthony Marino, 4823 Fairvale Avenue  
 Mrs. Sandra Cicalo, 4919 Fairvale Avenue  
 Mrs. Cheryl Godwin, 18609 East Groverdale Street  
 Mr. Harold Quinley, 4925 Fairvale Avenue  
 Mr. Andrew Cicalo, 4919 Fairvale Avenue  
 Mr. Frank McCullough, 18620 Greenhaven Street  
 Mrs. Theresa Moore, 18640 Nubia Street  
 Mrs. Kathy Jarvis, 18735 Nubia Street  
 Mr. C. E. Wright 18615 Groverdale Street

The following reasons were given for the citizens opposition to the proposed zone change:

1. Possibility of opening Nubia Street to provide access for this development into the residential area immediately to the east.
2. Nuisances that would be created by constructing a large apartment complex, such as an increase in burglaries, noise, and other disturbances.
3. Incompatibility of a two-story apartment complex with single family residences.
4. A five to six-foot wall is an inadequate buffer for the residences to the east.

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5. Loss of privacy for the residents to the east.
6. Fire access to the development would be gained through Nubia, and even though automobiles may not be able to use this street, only a chain would be placed across this street. This would still allow a lot of foot traffic, bikes and skateboards into the residential area to the east.
7. Increase in number of children using streets to go to school because of lack of sidewalks.
8. Insufficient parking, particularly for guests, will necessitate use of side streets for parking.
9. The apartment complex may downgrade the residential neighborhood.

Upon completion of the testimony, the Mayor declared the public hearing closed.

Mr. Jaeger commended the citizens for the rational manner in which they presented their protests on the zone change. He was not prepared to make the findings necessary to grant the zoning. In his opinion this was a rather high density and while Covina may need additional apartments, it did not need a 124-unit complex.

However, this property can be developed as a commercial complex and the residents to the east may experience the same problems they have with K-Mart.

Mr. Fryke stated the property is surrounded by single family residences, with the exception of the K-Mart to the south. While there is a place for apartment buildings, he did not feel it is prudent to develop apartments in the midst of residential developments.

Mr. Haven voiced concern about the problems emanating from large apartment complexes.

He also felt that the residents protesting this zone change should annex to the City of Covina since their area is a County island completely surrounded by City.

Mr. Colver thanked the people for coming to the Council meeting and expressing their wishes. He pointed out, however, while the residents may prefer single family residences for the property in question, this would not be feasible because the land has too high a value. He was also concerned about placing an apartment complex on this property.

Mr. Colver agreed with Mr. Haven that these citizens should annex to the City of Covina so that they can have a voice in local government. Most County residents have voiced concern over higher taxes if they annex, but this is a fallacy.

Mayor Donaldson stated the Council must consider every area of the community as a whole and the impact a development will have on the community. She also agreed this is high density for the subject property, but that this would never be developed as single family residences. She appreciated the fact that the citizens opposed to the zone change presented their case in a logical manner.



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The motion was made by Mr. Fryke, seconded by Mr. Haven, to deny the application for a zone change to RD-2100.

A voice vote was taken on the motion and it carried unanimously.

Mayor Donaldson declared a five-minute recess at 8:40 p.m. The Council meeting reconvened at 8:45 p.m.

**PUBLIC HEARING** Public hearing regarding intention to vacate alley, south of  
**VACATION** Italia Street and west of First Avenue, V-77-13.  
**ALLEY S/O ITALIA**

The Public Works Director stated the public hearing for the vacation of the alley south of Italia Street and west of First Avenue was scheduled for this evening by resolution adopted on May 2, 1977.

If there are no protests, it is the staff's recommendation the resolution ordering the vacation of the subject alley be read and adopted.

Mayor Donaldson asked if any written protests had been received. None had been received, so she opened the public hearing and asked if anyone in the audience wished to offer testimony regarding the proposed vacation of the alley. No one in the audience responded, so the public hearing was closed.

The motion was made by Mr. Jaeger, seconded by Mr. Haven, to read the resolution. Motion carried.

The following title of Resolution 3517 was read by the City Clerk:

#### RESOLUTION 3517

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA ORDERING THE VACATION OF THE ALLEY SOUTH OF ITALIA STREET, WEST OF FIRST AVENUE, IN THE CITY OF COVINA.

The motion was made by Mr. Haven, seconded by Mr. Jaeger, to dispense with further reading of the resolution and adopt same. Motion carried.

**PUBLIC HEARING** Public hearing to consider proposed General Plan Amendment  
**GPA-77-001** for change of land use designation from community commercial to medium density residential for property located on  
**GLENTANA ST.** Glentana Street, east of Azusa Avenue, Application GPA-  
**E/O AZUSA AVE.** 77-001.

The Planning Director came forward and pointed out the location of the subject property on the map consisting of approximately 2.6 acres. He then gave the surrounding zoning, adding the subject property is presently zoned RD-1500. The proposed amendment would provide a medium density in this area.

The existing mixture of uses have not created any traffic congestion problems at the intersection of Azusa Avenue and Glentana Street, and the proposed amendment will have a negligible effect on traffic in this area. The local school district feels it can absorb the minimal amount of children generated by this development.

It is the Planning Commission's recommendation that medium density be designated for the subject area and that it be incorporated in the General Plan.

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The motion was made by Mr. Jaeger, seconded by Mr. Haven,  
to dispense with further reading of the ordinance. Motion carried.

ORD. 1349  
ALLOWING  
BINGO

Second reading of Ordinance 1349 amending the Municipal  
Code allowing bingo.

The motion was made by Mr. Fryke, seconded by Mr. Haven,  
to place Ordinance 1349 on second reading for passage and  
adoption. Motion carried.

Mr. Colver voted no.

The following title of Ordinance 1349 was read by  
the City Clerk:

#### ORDINANCE 1349

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY  
OF COVINA AMENDING THE MUNICIPAL CODE TO  
AUTHORIZE BINGO GAMES FOR CHARITABLE PURPOSES.

The motion was made by Mr. Fryke, seconded by Mr. Haven,  
to dispense with further reading of the ordinance. Motion carried.

The motion was made by Mr. Fryke, seconded by Mr. Jaeger,  
to adopt the ordinance. Motion carried.

Mr. Colver voted no.

RES. 3521  
GPA-77-001  
GLEN TANA  
E/O AZUSA

Resolution 3521 approving the General Plan amendment for  
property located on Glentana east of Azusa Avenue,  
Application GPA-77-001.

The motion was made by Mr. Jaeger, seconded by Mr. Fryke,  
to read the resolution. Motion carried.

The following title of Resolution 3521 was read by  
the City Clerk:

#### RESOLUTION 3521

A RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF COVINA, CALIFORNIA, AMENDING THE ADOPTED  
GENERAL PLAN, GPA-77-001.

The motion was made by Mr. Jaeger, seconded by Mr. Haven,  
to dispense with further reading of the resolution and adopt same. Motion carried.

RES. 3522  
DENIAL  
ZCH-77-002  
OAK-BAY CO.

Resolution 3522 denying zone change application ZCH-77-002,  
located on east side of Citrus Avenue and southerly of San  
Dimas Wash, Oak Bay Company.

The motion was made by Mr. Jaeger, seconded by Mr. Fryke,  
to read the resolution. Motion carried.

The following title of Resolution 3522 was read by  
the City Clerk:

#### RESOLUTION 3522

A RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF COVINA DENYING A ZONE CHANGE (ZONE  
CHANGE APPLICATION 77-002).



CITY OF COVINA  
STAFF REPORT

Sept. 27, 1977  
P.C. Mtg.

September 21, 1977

ITEM NO. 3

Note:  
Date staff  
report  
completed.

TO: PLANNING COMMISSION  
FROM: MICHAEL A. MARQUEZ, PLANNING DIRECTOR */m*  
SUBJECT: PLANNED COMMUNITY DEVELOPMENT 77-002

APPLICANT:

Oak Bay Company

REQUEST:

To develop a planned unit development for a 68 unit townhouse condominium.

LOCATION:

East side of Citrus Avenue, south of San Dimas Wash.

ACREAGE:

Approximately 6 acres

ENVIRONMENTAL SETTING:

	<u>Zoning</u>	<u>Land Use</u>
Subject Property:	C-3A	Vacant
Surrounding Property:		
North:	A-1-6000	Residential
South:	C-3A	Commercial
East:	R-1-7500	Single family residential
West:	R-1-7500	Single family residential

NOTIFICATION OF APPLICANT AND ADJACENT PROPERTY OWNERS:

Applicant mailed copy of staff report. All property owners within a radius of 300 feet mailed notice of public hearing on September 16, 1977.

Planning Commission  
PCD-77-002

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September 21, 1977

#### APPLICANT'S PROPOSAL:

<u>Number of Units</u>	<u>Square Feet</u>	<u>Type</u>
52	1375	2 story townhouse w/ detached garage 3 bedroom, 2-1/2 bath
16	1250	2 story townhouse w/ integral garage 3 bedroom, 2-1/2 bath
<u>68 units</u>		

#### Parking Required

68 units at 3/unit = 204  
 guest at 1/5 units = 14  
 RVs at 1/5 units = 14  
232 Total

#### Parking Provided

68 - 2 car garages = 136  
 RVs 21  
 Open stalls 88  
245 total

#### STAFF ANALYSIS:

A development has been proposed on the property immediately north of the K-Mart store fronting on Citrus Avenue, up to and including that portion immediately south of the wash and extending easterly to the rear lot line of the single family homes. The proposed development is for approximately 68 three bedroom townhouse condominiums.

In order to construct these units, the zoning which is presently C-3A would have to be changed to RD-3800. This application is for a proposed planned unit development concept which would permit the 68 units as proposed but allow us to regulate the development more than the RD zone permits.

The General Plan indicates that the property in question should be developed as medium density residential. Consequently, the proposed zone change conforms to the General Plan of the City of Covina. Medium density is 20 units/acre. This proposal is for approximately 11 units/acre. Single family is usually 7 units/acre maximum.

The developers have submitted an environmental impact statement concerning the environmental conditions and changes that might take place as a result of this zone change and the staff has reviewed this situation; consequently, a negative declaration has been filed.

The proposed zone change is adjacent to a shopping center and a major highway. The zoning of this property at present is C-3A. A survey was made of the surrounding commercial area and the staff found that there were at least 63 different shops that catered to the area encompassing one square mile. According to economic studies, the shops surveyed were capable of supporting a minimum of 5,000 people and some of the shops were capable of supporting a population of 10,000 to 15,000 people. If the proposed area were developed as a commercial establishment, the six acres of land could easily accommodate over 100,000 square feet of new business shops. Since most of the shops average 3,000 square feet in area, this potential new development could increase the number of shops in the area by over 50%.

Planning Commission  
PCD-77-002

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September 21, 1977

The area immediately surrounding the property in question contains approximately 5,000 people per square mile, therefore, the present shops seem adequate for the area it is servicing and an additional 50% increase in the number of shops available would undoubtedly be too much for the community to absorb on a profitable basis.

Within a four block area of the proposed zone change, we have three or four apartment developments. All of these developments are in the County and they provide over 200 units within these facilities. There are no apartment developments within the City of Covina in this immediate area.

A review of the Covina Valley Unified School District showed that the impact of any additional students such as those that might occupy the proposed development on this property would not create any hardships on the school enrollment.

Regardless of whether the property were developed as a commercial shopping center or as a condominium development, the traffic problem would increase on Citrus Avenue.

The residents living in the area protested a previous zone change for 124 apartment units. They felt there were sufficient apartments in the area and there was no need for any more development of this type.

The increased population density resulting from the proposal was considered in terms of increased enrollment at local schools. However, the number of school age children residing in a condominium are estimated at 1/2 child per unit or about 34 children. A check was made with the Covina Valley Unified School District and their indications were that there would be no problems in accommodating any increased enrollment in the area.

Before the zone change can be effected, the Commission must make the following findings:

1. That this zone change conforms to the General Plan.
2. That the condominium development on this property will strengthen the economic base of the City.
3. That residential type development on this property would not be detrimental to the adjacent single family residential dwellings or to the zones immediately adjacent to the property in question.
4. That the change will not have an adverse effect on the environment.
5. That the parcel is of sufficient size to provide for development of the type as indicated by the proposed zone change.
6. That there is a need for more new housing in Covina.



Planning Commission  
PCD-77-002

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September 21, 1977

STAFF RECOMMENDATION:

The staff recommends approval of the proposed PCD which permits a 68 unit condominium, subject to the following:

1. That a precise landscaping and sprinkler plan be submitted and approved by the Architectural Review Board prior to the issuance of a building permit.
2. That the development standards of the RD zone be applied to this development unless specifically waived herein.
3. That construction commence within one year from the effective date of this application and the final tract map.
4. That a continuous concrete block wall, 6 feet above adjacent single family residential property finished grade, be provided.
5. All planters or landscaping adjacent to parking and driveways shall be enclosed with a 6" continuous concrete curb.
6. The entry paving shall be a masonry block or simulated concrete block.
7. A minimum of one tree shall be provided for each unit in the following ratio:  
10% - 5 gallon  
30% - 15 gallon  
60% - 24 inch box or larger
8. All open ground shall be covered with shrubs and ground cover.
9. All open ground shall be covered with a ground cover which will fully cover the area in three months.
10. Satisfy the requirements of the attached city departments.
11. Submit CCRs to the Planning Commission for approval.

Attachments

**CITY OF COVINA**  
INTER-OFFICE MEMORANDUM

Date

**TO** Planning Department  
**FROM** Police Department  
**SUBJECT** PCD-77-002

In response to the Inter-Office Memorandum on the Site Plan Review, the following points should be considered:

**I. All Outside Doors**

- a. All wood doors shall be of solid core with a minimum thickness of 1-3/4 inches.
- b. The locks shall be so constructed that both deadbolt and deadlatch can be retracted by a single action of the inside door knob. Alternate devices to equally resist illegal entry may be substituted subject to prior approval of the Police Department.
- c. An interviewer or peephole shall be provided in each individual entrance door.
- d. Door closers will be provided on each individual entrance door.
- e. Doors swinging out shall have non-removable hinge pins.
- f. In-swinging exterior doors shall have rabbited jambs.
- g. Jambs for all doors shall be so constructed or protected so as to prevent violation of the function of the strike.
- h. Cylinders shall be so designed or protected so they cannot be gripped by pliers or other wrenching devices.
- i. All exterior doors shall have a minimum of 60 watt bulbs over the outside of the door. Bulb shall be protected with a vapor cover or cover of equal breaking resistant material.

**II Sliding patio-type doors opening onto patios or balconies:**

- a. All single sliding patio doors shall have the movable section of the door slide on the inside of the fixed portion of the door.
- b. Deadlocks shall be provided on all single sliding patio doors. The lock shall be operable from the outside by a key utilizing a bored lock cylinder of pin tumbler construction. Mounting screws for the lock case shall be inaccessible from the outside. Lock bolts shall be of hardened material or have hardened steel inserts and shall be

COPIES TO

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capable of withstanding a force of 80 pounds applied in any direction. The lock bolts shall engage the strike sufficiently to prevent its being disengaged by any possible movement of the door within the space or clearances provided for installation and operation. The strike areas shall be reinforced to maintain effectiveness of bolt strength.

- c. Double sliding patio doors must be locked at the meeting rail and meet the locking requirements of II b. above.

### III Window Protection

- a. Windows shall be so constructed that when the window is locked, it cannot be lifted from the frame.
- b. Window locking devices shall be capable of withstanding a force of 300 pounds applied in any direction.
- c. Louvered windows shall not be used within eight feet of ground level, adjacent structures or fire escapes.
- d. Accessible rear and side windows not viewable from the street shall consist of rated burglary resistant glass or glass-like material. Fire Department approval shall be obtained on type of glass used.
- e. Outside hinges on all accessible side and rear glass windows shall be provided with non-removable pins. If the hinge screws are accessible, the screws shall be of the non-removable type.

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**CITY OF COVINA**  
**INTER-OFFICE MEMORANDUM**

Date September 21, 1977

**TO** Michael A. Marquez, Planning Director

**FROM** Earl W. Elton, Public Works Director *EWE*

**SUBJECT** Oak Bay Company, PCD 77002, 68 Unit Townhouse, south of San Dimas Wash,  
East side of Citrus Avenue, Project 11-1487

We have the following preliminary comments regarding this development:

1. The provisions of Chapter 16 of the Covina Municipal Code entitled "Subdivision" will apply and full public improvements are required.
2. In lieu of parkway trees, we recommend that the developer provide trees on private property adjacent to public sidewalk in Citrus Avenue.
3. Attached is a copy of our standard drawing for trash bin enclosures.
4. All utilities shall be placed underground.
5. This area is served by the Azusa Valley Water Company.
6. The private streets shall be shown as private drives on the tract map. These private drives shall be constructed to City standards.
7. Consideration should be given for a cul-de-sac at the end of Nubia Street.
8. A portion of Citrus Avenue adjacent to this property is in the County. We recommend that the proposed driveway approach on Citrus Avenue have a maximum width of 35 feet between the bottom of the Xes.
9. Each unit shall have its own sewer lateral and metered water service. Public easements will be required.

**COPIES TO**

Richard A. Miller, City Manager  
Ken Klingelberg, Civil Engineering Assistant  
Henry Tiner, Engineering Technician

*9-22-77*  
*mm*  
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The most difficult part about this in compiling the information would be the obvious limitations of the answers which could cover a wide variety of things. In the previous survey form, staff offered specific alternatives and it helped to focus in on some of the problem areas. By asking a person why, it entails quite a bit of analysis in trying to compile a variety of questions that may be submitted. It may not provide any factual data but may imply a tone or general attitude of the citizens.

The Commission then briefly reviewed the first rough draft and suggested that possibly a definition should be included for parking versus storage so that the citizens would know what you are talking about as well as defining RV vehicles. It may be hard for the average citizen to answer this if they do not know what the definition is. These things can mean a lot of things to different people.

Mr. Oliver noted that if it is the intent to treat parking and storing as synonymous, it should be so stated in the questionnaire.

The Planning Director indicated a lot more work needs to be done on this and the draft submitted this evening is to show what discussion has taken place to date.

Chairman Pitman asked if anyone wished to speak in regard to this matter.

A lady and a gentleman in the audience (no names or addresses given), inquired about the previous questionnaire and what the present ordinance permits.

Chairman Pitman explained the purpose and results of the previous survey, noted what the present ordinance allows, and that the Council has directed an entirely new survey be circulated to all citizens which the staff is now working on.

As there was no further discussion, Mr. Stoops moved, seconded by Mr. Pitman, that Application ZOA-77-004, a proposed amendment to the Covina Municipal Code, relative to front yard storage, be continued until the regular meeting of October 25, 1977.

Roll Call Vote: Ayes: Hanby, Teommey, Pitman and Stoops

Noes: None

Absent: Terracciani

Motion carried.

#### ITEM NO. 3 PCD-77-002

Public hearing of Application PCD-77-002, a request for a proposed overlay zone entitled PLANNED COMMUNITY DEVELOPMENT DISTRICT, to allow the development of a condominium upon property located on the east side of Citrus Avenue, southerly of the San Dimas Wash.  
Oak Bay Company, applicant.

Mr. Marquez presented the staff report (copy attached). He then reviewed the provisional plan submitted by the applicant and noted there are some areas that should be included in the final plan. The applicant is proposing to develop this project in two phases which presents a problem with the Fire Department as they would not permit the development of a phase concept if it did not contain a complete loop system so that they can maintain their access and turn around in the area. The staff would rather that this be developed in one development rather than in a phase concept also.



Chairman Pitman asked if this could not be made a requirement under a PCD.

The Planning Director replied one of the requirements in the staff report is that construction commence within one year of the effective date of the application which would mean the entire piece should be under construction within one year.

The Commission then briefly reviewed the plan submitted by the applicant.

Chairman Pitman opened the public hearing and asked for those who wished to comment in favor of the application.

Mr. Albert Howell, representing the applicant, Oak Bay Company, 21243 Ventura Boulevard, Woodland Hills, noted he made the presentation at a previous meeting for another plan and they have tried to be responsive to the requests of the homeowners in the area with respect to parking etc. The project does have to be built in phases to accommodate their construction abilities. They will be owning the entire piece of property.

The Chairman pointed out the staff recommendation states that construction be commenced within one year from the date of approval of the application and asked Mr. Howell if he was in agreement with that as well as the other conditions in the staff report.

Mr. Howell replied they agree with the conditions of approval. They would be satisfactory. The first phase would take about eight months and then they would go on with their second phase. They would be well under way with the project within this year's time.

Mrs. Sandra Cicalo, 4919 Fairvale Avenue, Covina said first of all they would like to thank Mr. Howell for listening to their requests at the previous hearing when he was proposing apartments. They find the plan that the builder has submitted to be acceptable and they hope he will do all that is shown on the plan. They are pleased with the 6 foot high wall at their ground level as this was mentioned before as being a problem with children in the area going over their walls which are behind K-Mart as there is quite a grading differential there. They also hope that the 10 feet of landscaping at each end will be dense enough to block out the car lights and noise. They would also like to see the 100 foot setback on the east as shown on the plan next to their single family homes and would not like to see the tennis court and pool area moved any closer to their homes. Also at Nubia Street they would like to see a closure to any through traffic to pedestrians.

Chairman Pitman asked if the wall is continuous around the project or is there an emergency access there at Nubia Street.

Mr. Marquez noted the Fire Department has noted they need an emergency access at this point and the Engineering Division has indicated there may be a need for a cul-de-sac at this location. That area is still to be resolved. There is no proposed pedestrian opening on the plan and the City could certainly maintain that as a requirement. The opening would be for emergency access only and the gates across this area would be the same height as the wall and would be locked.

Chairman Pitman asked if anyone else wished to speak in regard to this application.

Mr. Howell pointed out that if this area is closed off to pedestrian traffic, it would seem to him that any school aged children in this area would have to go out onto Citrus Avenue and clear around to the schools in the area. He felt this may be a hardship. This would mainly apply to the elementary aged children and not junior high or high school children.

Mrs. Barbara Marino, 4823 Fairvale Avenue, Covina said their children presently don't have any access to get through and they have to go out to Covina Boulevard and down Barranca Avenue. The district is a mess. The only access the children had was cut off by the new apartments on Barranca Avenue.

The Commission then briefly reviewed the location of the schools in the area and noted any access through the single family residential to the east wouldn't be much of any advantage or disadvantage either way. With the probability of only 34 children coming from this development and only part of these perhaps being of elementary school age, an opening there would not increase the pedestrian traffic that much. However, this opening would be available to anyone.

Mr. Marquez indicated that if the people in the residential area could also come through there, it could be a disadvantage to the townhouse owners.

Chairman Pitman said this is something that could be changed at a later date if needed.

Mr. Marquez noted that is conceivable, however, if this is approved under a PCD, it would require another public hearing if this is changed in the future.

As there was no further testimony, Chairman Pitman closed the public hearing and asked for comment of the Commission.

Mr. Hanby said everything has been pretty well explained and he would favor the application.

Commissioner Stoops agreed and noted this looks like a good development.

Mr. Teomney indicated he was glad to see that there isn't a lot of opposition to this plan. The last time there was a lot of objection to apartments in the area. He believed there is enough isolation there between the townhouses and the residential properties to the east. He thinks this is a good development and would be in favor of it.

Mr. Stoops moved, seconded by Mr. Hanby, in regard to Application PCD-77-002, a request for a proposed overlay zone entitled PLANNED COMMUNITY DEVELOPMENT DISTRICT, to allow the development of a condominium, upon property located on the east side of Citrus Avenue, southerly of the San Dimas Wash, the Commission recommends to the City Council, that the application be APPROVED in accordance with the staff recommendation and the Commission makes the findings as listed therein.

Roll Call Vote: Ayes: Teomney, Pitman, Hanby and Stoops

Noes: None

Absent: Terracciani

Motion carried.



A substitute motion was made by Mr. Fryke, seconded by Mr. Colver, to amend the minutes of October 17, 1977 to include the comments the City Clerk extracted from the tapes and were read to the Council and that the minutes be approved as amended.

Mr. Colver felt it is not fair to include Mr. Fryke's rhetoric and not include everyone else's comments. He noted there were some comments he made that were also excluded.

Mr. Fryke stated he felt it was important to include his comments in the minutes because he felt it was a wrong approach to go on a bus to observe lighting levels. The right approach is to take into consideration I.E.S. standards with light measurements.

Mayor Donaldson did not feel the minutes are censored, but are summarized--a necessary part of minute-taking. There were additional remarks made later in that discussion that should be included, if this is made a part of the minutes.

A voice vote was taken on the substitute motion and the motion failed by a one-to-four vote. Council members Colver, Donaldson, Haven and Jaeger voted no.

A voice vote was then taken on the main motion and the motion carried by a three-to-one vote. Council member Fryke voted no.

Mr. Jaeger abstained on the main motion because of an item of business contained in the minutes that he abstained on at the time it was considered.

Mayor Donaldson asked if there were any additions or corrections to the minutes of the adjourned regular meeting of October 24, 1977.

There were none, so the motion was made by Mr. Haven, seconded by Mr. Fryke, to approve the minutes of the October 24, 1977 meeting as prepared. Motion carried.

AMENDMENT TO AGENDA Add Item D-5. Discussion on the Council minutes.

ORAL COMMUNICATIONS Oral Communications.

Mr. Harold Quinley asked permission to speak on Item C-1.  
Mr. Albert Howell asked permission to speak on Item C-1.  
Mrs. Cheryl Goodwin asked permission to speak on Item C-1.  
The following persons asked permission to speak on Item D-1:  
Mr. Charles Hitchcock Mr. Luis Escontrius  
Mrs. Patricia Johnson Mr. Gene Gloudeman  
Mrs. Janice Hitchcock Mr. Stephen Mattson  
Mr. John Colget

PUBLIC HEARING PCD-77-002 Public hearing on a proposed planned community development overlay zone to allow the development of a condominium, east side of Citrus Avenue, south of the San Dimas Wash, OAK BAY CO. PCD-77-002, Oak Bay Company, applicant.

Mayor Donaldson asked if any written protests had been received. None had been received, so she asked for a staff report.

The Planning Director came forward and pointed out the location of the subject property just north of the K-Mart facility. This property



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was designated as medium density land use on the Master Plan. This designation allows from 7 to 20 units per acre.

He then described the proposed development as shown on the site plan showing a condominium concept instead of an apartment complex as requested previously.

This development will have approximately 11 units per acre and the rear units abutting residential property will be moved at least 100 feet westerly of the property line to provide adequate separation. Also, the wall will be developed on the higher elevation of the single family residential properties. There will also be a 10-foot wide landscaped area within the 100-foot separation in addition to parking, driveway circulation and covered and enclosed garages.

The development will consist of 68 units, 52 of which will be designed for an area of 1,375 square feet per unit and the remaining units will be 1,250 square feet per unit. After describing the proposed development, he concluded all Code requirements have been met on the provisional plan.

The Planning Commission has reviewed the overall development plan, considered all the testimony given and recommends approval of this application, subject to the following conditions:

1. That a precise landscaping and sprinkler plan be submitted and approved by the Architectural Review Board prior to the issuance of a building permit.
2. That the development standards of the RD zone be applied to this development unless specifically waived herein.
3. That construction commence within one year from the effective date of this application and the final tract map.
4. That a continuous concrete block wall, 6 feet above adjacent single family residential property finished grade, be provided.
5. All planters or landscaping adjacent to parking and driveways shall be enclosed with a 6" continuous concrete curb.
6. The entry paving shall be a masonry block or simulated concrete block.
7. A minimum of one tree shall be provided for each unit in the following ratio:
  - 10% - 5 gallon
  - 30% - 15 gallon
  - 60% - 24 inch box or larger
8. All open ground shall be covered with shrubs and ground cover.
9. All open ground shall be covered with a ground cover which will fully cover the area in three months.
10. Satisfy the requirements of all city departments.
11. Submit CCRs to the Planning Commission for approval.

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Mr. Jaeger asked what notice was given to the County residents to the east of the proposed development and also whether any protests were made at the Planning Commission hearing.

The Planning Director answered notices were sent all property owners within 300 feet of the subject property, including the County residents. He also stated two protests were made by County residents. Their concerns centered on the buffer between the development and the single family residents.

At the request of Mayor Donaldson, he pointed out the previous development proposed for this property had a density of 20 units per acre while this one has a density of 11 units per acre. Both developments were proposed by the same firm, Oak Bay Company.

Mayor Donaldson then opened the public hearing and asked if anyone in the audience wished to offer testimony.

Mr. Harold Quinley, 4925 Fairvale Avenue, came forward and asked whether this plan can be changed after it is approved. The Planning Director answered under the PCD overlay zone, the developer must stay with the plan as approved. Mr. Quinley also asked questions regarding the location of the dumpsters, cost of the condominiums, and whether the wall could be constructed prior to the condominiums. These questions were also answered by the Planning Director.

Mr. Albert Howell, representing Oak Bay Company, the developer, came forward and stated the plan for the proposed development is responsive to the desires of the City Council and the citizens adjacent to this property.

Mrs. Cheryl Goodwin, 18609 East Groverdale, came forward and stated the residents find the condominiums very acceptable and are happy with them. She also asked questions regarding the closing off of Nubia Street and whether there is the possibility of the condominiums being rented out later on, which were answered by the Planning Director.

There was no further testimony, so the public hearing was closed.

The motion was made by Mr. Haven, seconded by Mr. Jaeger, to approve the Planning Commission recommendation.

Mr. Colver commended the developer for coming back with another proposal more acceptable to the City Council and the adjacent residents.

Mr. Jaeger stated while he appreciated hearing protests on a proposed development, he also appreciated hearing approvals on a proposed development.

Mr. Fryke felt residents who come forward to speak for or against a proposed development should be commended because what happens around them will affect them for many years to come.

A voice vote was taken on the motion and the motion carried.

PUBLIC HEARING  
ZOA-77-005  
HANDICAPPED  
PARKING

Public hearing regarding a proposed amendment to the Covina Municipal Code regarding handicapped parking, ZOA-77-005.

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Mr. Fryke voted no.

The following title of this ordinance was read by the City Clerk:

#### ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINA AMENDING SECTIONS 11.04.020 AND 11.04.090 OF THE COVINA MUNICIPAL CODE, CHAPTER 11.04, RELATING TO STREET LIGHTING POLICY.

The motion was made by Mr. Jaeger, seconded by Mr. Haven, to dispense with further reading of the ordinance. Motion carried.

ORDINANCE  
1ST READING  
HANDICAPPED  
PARKING  
ZOA-77-005

First reading of an ordinance regarding an amendment to the Municipal Code relating to handicapped parking, ZOA-77-005.

The motion was made by Mr. Haven, seconded by Mr. Jaeger, to place this ordinance on first reading. Motion carried.

The following title of this ordinance was read by the City Clerk:

#### ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINA AMENDING THE COVINA MUNICIPAL CODE WITH RESPECT TO HANDICAPPED PARKING REQUIREMENTS, APPLICATION ZOA-77-005.

The motion was made by Mr. Haven, seconded by Mr. Jaeger, to dispense with further reading of the ordinance. Motion carried.

ORDINANCE  
FIRST READING  
PCD-77-002  
OAK BAY CO.

First reading of an ordinance establishing a planned community development district zone classification for property located on the east side of Citrus Avenue, southerly of San Dimas Wash, Application PCD-77-002, Oak Bay Company.

The motion was made by Mr. Fryke, seconded by Mr. Jaeger, to place this ordinance on first reading. Motion carried.

The following title of this ordinance was read by the City Clerk:

#### ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINA ESTABLISHING A PCD ZONE CLASSIFICATION FOR CERTAIN PROPERTY IN THE CITY OF COVINA, ZONE CHANGE APPLICATION PCD-77-002, AND MAKES CERTAIN FINDINGS AND CONDITIONS.

The motion was made by Mr. Fryke, seconded by Mr. Jaeger, to dispense with further reading of the ordinance. Motion carried.



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The motion was made by Mr. Haven, seconded by Mr. Jaeger, to postpone this item to the December 19, 1977 Council meeting.

A substitute motion was made by Mr. Jaeger, seconded by Mr. Haven, to refer this item back to the Traffic Advisory Committee with instructions to hold a public hearing in the evening on this matter and report their findings to the City Council.

A voice vote was taken on the motion and the motion carried.

**LAWSUIT  
STREET  
CLOSURE**

Lawsuit regarding the street closure at Armel Drive and Clovermead Street.

The motion was made by Mr. Jaeger, seconded by Mr. Haven, to refer the lawsuit that may have been served upon the Council members personally and individually this evening to the City Attorney for appropriate handling.

A voice vote was taken on the motion and the motion carried.

**RECESS/  
CONVENE  
AS CRA**

The motion was made by Mr. Fryke, seconded by Mr. Jaeger, to recess the Council meeting and convene as the Covina Redevelopment Agency. Motion carried.

**ADJOURN  
CRA**

Upon completion of the Covina Redevelopment Agency meeting, the motion was made by Mr. Fryke, seconded by Mr. Haven, to adjourn the Covina Redevelopment Agency meeting and reconvene as the City Council. Motion carried.

**ORD. 1373  
AMENDS CODE  
HANDICAPPED  
PARKING**

Second reading of Ordinance 1373 amending the Municipal Code with respect to handicapped parking requirements, Application ZOA-77-005.

The motion was made by Mr. Fryke, seconded by Mr. Colver, to place Ordinance 1373 on second reading for passage and adoption. Motion carried.

The following title of Ordinance 1373 was read by the City Clerk:

**ORDINANCE 1373**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINA AMENDING THE COVINA MUNICIPAL CODE WITH RESPECT TO HANDICAPPED PARKING REQUIREMENTS, APPLICATION ZOA-77-005.

The motion was made by Mr. Fryke, seconded by Mr. Haven, to dispense with further reading of the ordinance and adopt same. Motion carried.

**ORD. 1374  
ESTABLISHES  
PCD-77-002  
OAK BAY CO.**

Second reading of Ordinance 1374 establishing a P.C.D. zone classification for property located on east side of Citrus Avenue southerly of San Dimas Wash, Application PCD-77-002, Oak Bay Company.

The motion was made by Mr. Haven, seconded by Mr. Fryke, to place Ordinance 1374 on second reading for passage and adoption. Motion carried.

The following title of Ordinance 1374 was read by the City Clerk:

**ORDINANCE 1374**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINA ESTABLISHING A PCD ZONE CLASSIFICATION FOR CERTAIN PROPERTY IN THE CITY OF COVINA, ZONE CHANGE APPLICATION PCD-77-002, AND MAKES CERTAIN FINDINGS AND CONDITIONS.

The motion was made by Mr. Haven, seconded by Mr. Colver, to dispense with further reading of the ordinance and adopt same. Motion carried.



ORDINANCE NO. 1374

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY  
OF COVINA ESTABLISHING A PCD ZONE CLASSIFICATION  
FOR CERTAIN PROPERTY IN THE CITY OF COVINA, ZONE  
CHANGE APPLICATION PCD-77-002, AND MAKES CERTAIN  
FINDINGS AND CONDITIONS.

THE CITY COUNCIL OF THE CITY OF COVINA DOES ORDAIN AS FOLLOWS:

SECTION 1. Pursuant to public hearing and processing in the manner set forth by State law and local ordinance, and after recommendation thereon by the Planning Commission, the property classification set forth in Section 2 is made for the reasons of public interest, convenience and necessity.

SECTION 2. The following described real property in the City of Covina, County of Los Angeles, State of California, is hereby zoned C-3A-PCD as such zone is defined in Title 17 of the Covina Municipal Code:

Lot 3 of Tract No. 22976 as per map recorded in Book 773, pages 53 and 54 of Maps in the Office of the County Recorder of Los Angeles, County, State of California.

Except that portion of said Lot 3 lying northerly of the southerly boundary of the Los Angeles County Flood Control District property per Parcel 164, O.R. D 396-387 and Parcel 226 O.R. D 246-297 and M. B. 595-81-82.

SECTION 3. The application for a Planned Community Development is hereby granted subject to the following conditions:

1. That a precise landscaping and sprinkler plan be submitted and approved by the Architectural Review Board prior to the issuance of a building permit.
2. That the development standards of the RD zone be applied to this development unless specifically waived herein.
3. That construction commence within one year from the effective date of this application and the final tract map.

- ✓
4. That a continuous concrete block wall, 6 feet above adjacent single family residential property finished grade, be provided.
  5. All planters or landscaping adjacent to parking and driveways shall be enclosed with a 6" continuous concrete curb.
  6. The entry paving shall be a masonry block or simulated concrete block.
  7. A minimum of one tree shall be provided for each unit in the following ratio:  
10% - 5 gallon  
30% - 15 gallon  
60% - 24 inch box or larger
  8. All open ground shall be covered with shrubs and ground cover.
  9. All open ground shall be covered with a ground cover which will fully cover the area in three months.
  10. Satisfy the attached requirements of the City departments.
  11. Submit CCRs to the Planning Commission for approval.

SECTION 4. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published according to law.

APPROVED AND ADOPTED this 5th day of December, 1977.

Glenn W. Stoddard  
Mayor

ATTEST:

Frieda C. Richardson  
City Clerk

APPROVED AS TO FORM:


Ronald J. Carlson  
City Attorney (Assistant)

I, FRIEDA C. RICHARDSON, City Clerk, City of Covina, California  
CERTIFY that the foregoing ordinance was introduced at a regular meeting  
of the City Council held November 21, 1977 and thereafter at a  
regular meeting of the City Council held December 5, 1977 signed  
by the Mayor, and the ordinance was passed and adopted by the following  
vote:

AYES: Colver, Fryke, Haven, Jaeger, Donaldson

NOES: None

ABSENT: None

  
City Clerk

CITY OF COVINA  
INTER-OFFICE MEMORANDUM

Date September 21, 1977

TO Michael A. Marquez, Planning Director

FROM Earl W. Elton, Public Works Director

SUBJECT Oak Bay Company, PCD 77002, 68 Unit Townhouse, south of San Dimas Wash,  
East side of Citrus Avenue, Project 11-1487

We have the following preliminary comments regarding this development:

1. The provisions of Chapter 16 of the Covina Municipal Code entitled "Subdivision" will apply and full public improvements are required.
2. In lieu of parkway trees, we recommend that the developer provide trees on private property adjacent to public sidewalk in Citrus Avenue.
3. Attached is a copy of our standard drawing for trash bin enclosures.
4. All utilities shall be placed underground.
5. This area is served by the Azusa Valley Water Company.
6. The private streets shall be shown as private drives on the tract map. These private drives shall be constructed to City standards.
7. Consideration should be given for a cul-de-sac at the end of Nubia Street.
8. A portion of Citrus Avenue adjacent to this property is in the County. We recommend that the proposed driveway approach on Citrus Avenue have a maximum width of 35 feet between the bottom of the Xes.
9. Each unit shall have its own sewer lateral and metered water service. Public easements will be required.


COPIES TO

Richard A. Miller, City Manager  
Ken Klingelberg, Civil Engineering Assistant  
Henry Tiner, Engineering Technician




CITY OF COVINA  
INTER-OFFICE MEMORANDUM

Date September 23, 1977

TO Michael A. Marquez, Planning Director  
FROM Carl R. Johnson, Fire Chief   
SUBJECT PCD 77002 - 1200 Block North Citrus

Fire Department Requirements

- 
1. Emergency access gate on east side of property shall be a minimum of 12 feet in width and be chained and locked, using a standard padlock as specified by the Fire Department.
  2. On-site fire mains and fire hydrants subject to type of construction of buildings and built-in fire protection.
  3. Address system to be approved by the Fire Department.
  4. Driveways are all deemed fire accessways and must be signed in accordance with fire accessway ordinance.

COPIES TO

(5)

CITY OF COVINA  
INTER-OFFICE MEMORANDUM

Date

TO Planning Department  
FROM Police Department  
SUBJECT PCD-77-002

In response to the Inter-Office Memorandum on the Site Plan Review, the following points should be considered:

I. All Outside Doors

- a. All wood doors shall be of solid core with a minimum thickness of 1-3/4 inches.
- b. The locks shall be so constructed that both deadbolt and deadlatch can be retracted by a single action of the inside door knob. Alternate devices to equally resist illegal entry may be substituted subject to prior approval of the Police Department.
- c. An interviewer or peephole shall be provided in each individual entrance door.
- d. Door closers will be provided on each individual entrance door.
- e. Doors swinging out shall have non-removable hinge pins.
- f. In-swinging exterior doors shall have rabbited jams.
- g. Jams for all doors shall be so constructed or protected so as to prevent violation of the function of the strike.
- h. Cylinders shall be so designed or protected so they cannot be gripped by pliers or other wrenching devices.
- i. All exterior doors shall have a minimum of 60 watt bulbs over the outside of the door. Bulb shall be protected with a vapor cover or cover of equal breaking resistant material.

II Sliding patio-type doors opening onto patios or balconies:

- a. All single sliding patio doors shall have the movable section of the door slide on the inside of the fixed portion of the door.
- b. Deadlocks shall be provided on all single sliding patio doors. The lock shall be operable from the outside by a key utilizing a bored lock cylinder of pin tumbler construction. Mounting screws for the lock case shall be inaccessible from the outside. Lock bolts shall be of hardened material or have hardened steel inserts and shall be

COPIES TO

capable of withstanding a force of 80 pounds applied in any direction. The lock bolts shall engage the strike sufficiently to prevent its being disengaged by any possible movement of the door within the space or clearances provided for installation and operation. The strike areas shall be reinforced to maintain effectiveness of bolt strength.

- c. Double sliding patio doors must be locked at the meeting rail and meet the locking requirements of II b. above.

### III Window Protection

- a. Windows shall be so constructed that when the window is locked, it cannot be lifted from the frame.
- b. Window locking devices shall be capable of withstanding a force of 300 pounds applied in any direction.
- c. Louvered windows shall not be used within eight feet of ground level, adjacent structures or fire escapes.
- d. Accessible rear and side windows not viewable from the street shall consist of rated burglary resistant glass or glass-like material. Fire Department approval shall be obtained on type of glass used.
- e. Outside hinges on all accessible side and rear glass windows shall be provided with non-removable pins. If the hinge screws are accessible, the screws shall be of the non-removable type.



# CITY OF COVINA

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**PLANNING COMMISSION AGENDA REPORT  
ITEM NUMBER PH 1  
MARCH 14, 2023**

**TO:** Chair Zermeno and Members of the Planning Commission

**From:** Brian K. Lee, AICP, Director of Community Development

**SUBJECT:** **City Initiated Zoning Code Amendment (ZCA) 23-01;** A City initiated request to amend Title 17 (Zoning) by modifying definition section 17.04.143, single-family residential zones sections 17.08.020 (A-1), 17.10.020 (A-2), 17.12.020 (E-½), 17.14.020 (E-1), 17.20.020 (R-1-20,000), 17.22.020 (R-1-10,000), 17.24.020 (R-1-8,500) and 17.26.020 (R-1-7500) for permitted uses, and adding a new section 17.33.060 for permitted uses; and **Municipal Code Amendment** to amend Title 16 (Subdivision) by modifying Chapter 16.02, 16.04, 16.14, and adding new section 16.06, for establishing regulations to implement two-unit residential developments and urban lot splits as required by Senate Bill 9 (2021-2022). The Planning Commission will consider the project exempt from further review under CEQA.

## **BACKGROUND**

SB 9 amended and added California Government Code Sections 66452.6, 65852.21, and 66411.7 to require ministerial approval of two residential units per lot and urban lot splits within single-family residential zones. SB 9 was part of a slate of bills intended to increase the housing supply in California and provide for more affordable housing development. Cities are allowed to adopt local ordinances that address the specific needs of their communities as long as the local ordinance complies with SB 9.

On May 17, 2022, the City Council adopted Urgency Ordinance No. 22-07 and established interim zoning regulations for 45 days to regulate two-unit residential developments and urban lot splits, according to SB 9. On June 21, 2022, the City Council extended the Urgency Ordinance for ten months and 15 days, as California Government Code Section 65858(b) allowed. The Urgency Ordinance will expire on June 21, 2023. On February 28, 2023, the Planning Commission received an informational staff report on SB 9 and the Urgency Ordinance. The purpose was to have the Planning Commission be familiar with the interim zoning regulations for two-unit developments, and urban lot splits for single-family zoned lots.



## **SUMMARY OF SB 9 PROVISIONS**

SB 9 provisions establish site criteria to qualify for the two-unit developments, and urban lot splits. Another part of SB 9 provisions establishes procedural requirements where the two-unit developments and urban lot splits are to be approved ministerially (by right). The third part of SB 9 provisions includes development standards relating to setbacks, minimum lot size and unit size, easements, and parking. The following are summary of the SB 9 provisions.

- A. Qualifying Criteria for both the Urban Lot Split and Two-unit development:
  - 1. Apply to all single-family residential zone properties within an urbanized area.
  - 2. Properties not in State or local historic district or a historic landmark.
  - 3. Properties are not designated as prime farmland or farmland of statewide importance, wetlands, identified for conservation or under conservation easement, or habitat for protected species.
  - 4. The following properties cannot qualify unless meeting specific requirements: within a very high fire hazard severity zone, a hazardous waste site, a delineated earthquake fault zone, and a 100-year floodplain or floodway.
  - 5. Properties must not involve the following: deed-restricted affordable housing for low or moderate incomes; rent-controlled housing; housing on parcels with Ellis Act eviction in the last 15 years; housing occupancy by a tenant currently or in the last three years.
- B. Procedural Requirements:

SB 9 requires that a city reviews and approves the two-unit developments and urban lot splits ministerially. Staff anticipates that the review of the two-unit developments would be similar to the current ADU review, which involves submitting detailed drawings to the Planning Division to verify clearance from site prohibitions and review compliance with city-adopted local regulations. Urban lot split is a subdivision and currently requires the submittal of a tentative parcel map for discretionary review by the Planning Commission. Since SB 9 requires a ministerial review of the subdivision, amendments to the Covina Municipal Code Title 16 (Subdivision) are required to add an administrative review process.
- C. Under State Law, the following standards apply:
  - 1. Must not preclude two units of at least 800 square feet each.
  - 2. Must follow local City's setbacks, height, lot coverage, and other development standards, except that the side and rear yards cannot exceed 4 feet.
  - 3. City may require one parking per unit, but no parking space is required if the lot is within ½ mile of a "high-quality transit corridor" or "major transit stop," or within one block of a carshare vehicle.
  - 4. Units created by SB 9 cannot be used for short-term rental.
  - 5. City may only impose objective zoning, subdivision, and design standards if the City adopts such regulations.
  - 6. Lot split requires ministerial approval for a parcel map per the Subdivision Map Act.
  - 7. City may require easements to provide public services, facilities, and access to or adjoin public right-of-way.

8. City cannot require right-of-way dedication or off-site improvements.
9. Owner must sign an affidavit stating the intention to live in one of the units for a minimum of 3 years.
10. The project does not remove more than 25% of exterior walls on a building that currently has a tenant in the last three years.
11. CEQA does not apply.

### **PROPOSED ZONING CODE (ZCA 23-01) AND MUNICIPAL CODE AMENDMENTS:**

The new State Law SB 9, effective January 1, 2022, necessitated amending the Zoning (Title 17) and Subdivision (Title 16) of the Covina Municipal Code. The new law includes specific provisions that cities must implement; however, the legislation gives the city minimal discretion in adopting its two-unit developments and urban lot splits ordinance. The proposed ordinance includes limited objective development and design standards that minimize impacts on existing residential neighborhoods while ensuring compliance with SB 9.

#### **A. Zoning Code Amendment (Title 17):**

1. Add two-unit developments and urban lot splits as a permitted use in all residential zones, specifically 17.08.020 (A-1), 17.10.020 (A-2), 17.12.020 (E-½), 17.14.020 (E-1), 17.20.020 (R-1-20,000), 17.22.020 (R-1-10,000), 17.24.020 (R-1-8,500) and 17.26.020 (R-1-7500).
2. Modify Chapter 17.04, the definition of "Chief Planning Official."
3. Add section 17.33.060 of two-unit developments and urban lot splits, including objective development and design standards, to Chapter 17.33. The following table identifies key proposed development standards and compares them to SB 9.

Criteria	State Law SB 9	Proposed Code
<b>Two-unit development and urban lot splits</b>		
No. of units per parcel/lot	Two	Two
Minimum lot size	1,200 square feet	1,200 square feet
Minimum unit size	Does not specify	800 square feet
Maximum	At least 800 square feet	Up to 1,000 square feet
Building height	Does not specify	16 feet
Setbacks	Does not specify for front yard but specifies 4 feet for rear and side yards	25 feet for front yard per current code, 4 feet for side and rear yards
Building Separation	Does not specify	6 feet per current code
Parking	City may require one parking per unit, but no parking space is required if the lot is within ½ mile of a "high-quality transit corridor" or "major transit stop," or within	Same as SB 9

	one block of a carshare vehicle.	
Lot coverage	Does not specify	50% per current code, allow an increase to accommodate the two units
Owner occupancy	Owner occupancy of 3 years required; no short-term rental	Same as SB 9
Nonconforming conditions	Nonconforming setbacks may be retained for existing structures	Same as SB 9
Accessory structures	Does not specify	Follow current code for setbacks
Access to public street	Does not specify	Required for each new lot; new lot must have 20 feet of street frontage and 25 feet of street frontage if the lot depth exceeds 150 feet
Deed restriction	Prohibit: short-term rental, non-residential use, condominium airspace, more than two units per lot, further lot split	Same as SB 9

4. In addition to complying with SB 9, the proposed ordinance included additional (customized) objective standards for clarity. The following highlights a few of the objective standards:

- No more than two dwelling units of any kind may be constructed or maintained on a lot that results from an urban lot split. The two-unit limitation applies to any combination of primary dwelling units, ADUs, and JADUs. Examples are as follows:
  1. one primary dwelling unit and one ADU (detached or attached); or
  2. one primary dwelling unit and one JADU; or
  3. two dwelling units.
 The combination of two dwelling units plus one ADU and one JADU is not permitted on a lot that results from an urban lot split.
- Require a minimum of 200 square feet of private open space.
- Require any fencing and walls to follow the current code.
- Require new units to match the primary dwelling in exterior materials, colors, and dominant roof pitch.

B. Municipal Code Amendment (Subdivision Title 16):

1. Modify Chapter 16.02, section 16.02.050, adding administrative approval for urban lot split.
2. Modify Chapter 16.04, the definition of "BB. Tentative Map"
3. Add a new section to Chapter 16.06 to establish administrative procedures for reviewing and approving urban lot split.

## **IMPLEMENTATION – FORMS AND CHECKLISTS**

To help the public determine eligibility for implementing two-unit developments and urban lot splits, staff prepared several forms and checklists, including Frequently Ask Questions (FAQ) handouts. The various handout are posted on City's website:

<https://covinaca.gov/pc/page/sb-9-two-unit-development>

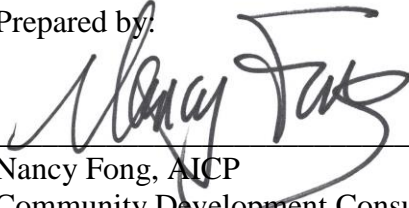
## **CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT)**

Under California Government Code sections 65852.21, subdivision (j), and 66411.7, subdivision (n), the adoption of an ordinance by a city implementing the provisions of Government Code sections 66411.7 and 65852.21 and regulating two-unit residential developments and urban lot splits is statutorily exempt from the requirements of the California Environmental Quality Act ("CEQA"). Therefore, this ordinance is statutorily exempt from CEQA in that the ordinance implements these new laws enacted by SB 9. In addition to being statutorily exempt from CEQA, this ordinance is also categorically exempt from CEQA under Class 3 as outlined in State CEQA Guidelines section 15303. The Class 3 exemption categorically exempts the construction and location of new, small structures and the conversion of existing small structures from one use to another. This ordinance is categorically exempt under the Class 3 exemption because the ordinance regulates the construction of two primary dwelling units or, if there is already a primary dwelling unit on the lot, the development of a second primary dwelling unit in a residential zone.

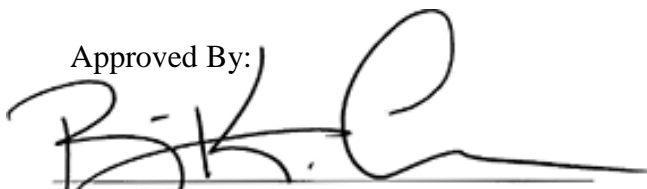
## **RECOMMENDATION**

Staff recommends that the Planning Commission make a determination that the proposed actions are statutorily exempt from the requirements of the California Environmental Quality Act ("CEQA") per California Government Code sections 65852.21, subdivision (j), and 66411.7, subdivision (n); and make a recommendation of approval to the City Council to adopt Zoning Code Amendment 23-01 and Municipal Code Amendment (Subdivision Title 16) by adopting Resolution 2023-003 PC.

Prepared by:

  
Nancy Fong, AICP  
Community Development Consultant

Approved By:

  
Brian K. Lee  
Director of Community Development

## **EXHIBITS**

1. Resolution 2023-003 PC recommending approval of the attached draft ordinance to the City Council.



2. SB 9 FAQ and Illustrations of Two-Unit Residential Developments and Urban Lot Splits

**RESOLUTION 2022-003 PC**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF COVINA, CALIFORNIA, RECOMMENDING THAT THE CITY COUNCIL ADOPT AN ORDINANCE TO ESTABLISH REGULATIONS TO IMPLEMENT TWO-UNIT RESIDENTIAL DEVELOPMENTS AND URBAN LOT SPLITS IN SINGLE FAMILY ZONES AS REQUIRED BY SENATE BILL 9 (2021-2022), BY APPROVING ZONING CODE AMENDMENT (ZCA) 23-01 TO AMEND TITLE 17 (ZONING) BY MODIFYING DEFINITION SECTION 17.04.143, SINGLE FAMILY RESIDENTIAL ZONES SECTIONS 17.08.020 (A-1), 17.10.020 (A-2), 17.12.020 (E-½), 17.14.020 (E-1), 17.20.020 (R-1-20,000), 17.22.020 (R-1-10,000), 17.24.020 (R-1-8,500) AND 17.26.020 (R-1-7500) FOR PERMITTED USES, AND ADDING A NEW SECTION 17.33.060; AND APPROVING MUNICIPAL CODE AMENDMENT TO AMEND TITLE 16 (SUBDIVISION), BY MODIFYING CHAPTERS 16.02, 16.04, 16.14, AND ADDING NEW SECTION FOR CHAPTER 16.06, AND MAKING A DETERMINATION OF EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT**

WHEREAS, in 2021, the California Legislature approved and the Governor signed into law Senate Bill 9 ("SB 9"), which among other things, added Sections 65852.21 and 66411.7 to the Government Code, enacting new limits on local authority to regulate urban lot splits and two-unit projects on land otherwise zoned for single-family development; and

WHEREAS, SB 9 allows local agencies to adopt the objective design, development, and subdivision standards for two-unit residential developments and urban lot splits; and

WHEREAS, the City desires to amend its local regulatory scheme to comply with Government Code Sections 65852.21 and 66411.7 and to regulate projects governed by SB 9 appropriately; and

WHEREAS, Government Code Section 65854 requires the Planning Commission to hold a duly noticed public hearing on a proposed amendment to a zoning ordinance.

WHEREAS, Government Code Section 65855 requires the Planning Commission to provide a written recommendation to the City Council regarding an amendment to a zoning ordinance; and

WHEREAS, Covina Municipal Code Section 17.80.050 further provides that any recommendation by the Planning Commission for an amendment shall require an affirmative vote of not less than two-thirds of the total voting members after at least one public hearing and must be filed with the City Council, together with a report of findings, hearings, and other supporting data, within thirty (30) days after the conclusion of the public hearing; and

WHEREAS, on March 14, 2023, the Planning Commission conducted a duly noticed public hearing and considered the proposed Zoning Code Amendment (ZCA) 23-01 and Municipal Code Amendment for Title 16. After receiving oral and written evidence, and public input, the Planning Commission concluded the hearing on that date; and

WHEREAS, all legal prerequisites prior to adoption of this Resolution have occurred.

**NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF COVINA, CALIFORNIA DOES HEREBY RESOLVE AS FOLLOWS:**

**Section 1. Recitals.** The foregoing recitals are true and correct and are incorporated herein and made an operative part of this Resolution.

**Section 2. California Environmental Quality Act Findings.** Under California Government Code Sections 65852.21, subdivision (j), and 66411.7, subdivision (n), the adoption of an ordinance by a city implementing the provisions of Government Code Sections 65852.21 and 66411.7 and regulating two-unit residential developments and urban lot splits is statutorily exempt from the requirements of the California Environmental Quality Act ("CEQA"). Therefore, this Ordinance is statutorily exempt from CEQA in that the Ordinance implements Government Code Sections 65852.21 and 66411.7. In addition to being statutorily exempt from CEQA, this Ordinance is also categorically exempt from CEQA under Class 3 as outlined in State CEQA Guidelines section 15303. The Class 3 exemption categorically exempts the construction and location of new, small structures and the conversion of existing small structures from one use to another. This Ordinance is categorically exempt under the Class 3 exemption because the Ordinance regulates the construction of two primary dwelling units or, if there is already a primary dwelling unit on the lot, the development of a second primary dwelling unit in a residential zone. Further, this Ordinance is not subject to CEQA under the general rule in CEQA Guidelines Section 15061(b)(3) that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Any development that would be contemplated under this Ordinance must be treated ministerially, and any such projects would be exempt from the environmental review requirements. For the reasons stated above, it can be seen with certainty that there is no possibility that this Ordinance will have a significant effect on the environment.

**Section 3. Findings.** Based on the evidence in the record, the Planning Commission finds that the proposed Zoning Code Amendment (ZCA) 23-01 and Municipal Code Amendment (Subdivision Title 16) are consistent with the Land Use Plan and the Programs and Implementation Measures of the Covina General Plan Land Use Element, and is in compliance with State Law.

**Section 4. Planning Commission Recommendation.** After giving full consideration to all evidence presented at the public hearing and in consideration of the findings stated in the attached City Council Ordinance, the Planning Commission does hereby recommend that the City Council of the City of Covina adopt the Ordinance attached hereto in as follows:

DRAFT ORDINANCE NO. 23-\_\_\_\_, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, TO ESTABLISH REGULATIONS TO IMPLEMENT TWO-UNIT RESIDENTIAL DEVELOPMENTS AND URBAN LOT SPLITS IN SINGLE FAMILY ZONES

AS REQUIRED BY SENATE BILL 9 (2021-2022), BY APPROVING ZONING CODE AMENDMENT (ZCA) 23-01 TO AMEND TITLE 17 (ZONING) BY MODIFYING DEFINITION SECTION 17.04.143, SINGLE FAMILY RESIDENTIAL ZONES SECTIONS 17.08.020 (A-1), 17.10.020 (A-2), 17.12.020 (E-½), 17.14.020 (E-1), 17.20.020 (R-1-20,000), 17.22.020 (R-1-10,000), 17.24.020 (R-1-8,500) AND 17.26.020 (R-1-7500) FOR PERMITTED USES, AND ADDING A NEW SECTION 17.33.060; AND APPROVING MUNICIPAL CODE AMENDMENT TO AMEND TITLE 16 (SUBDIVISION), BY MODIFYING CHAPTERS 16.02, 16.04, 16.14, AND ADDING NEW SECTION FOR CHAPTER 16.06, AND MAKING A DETERMINATION OF EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT.

**Section 5.** The documents and materials that constitute the record of proceedings on which these findings and this Resolution are based are located at the City Clerk's Office or the Community Development Department, Planning Division, located at 125 E. College Street, Covina, CA 91723 or at [www.covina.ca.gov](http://www.covina.ca.gov). The custodian of these records is the City Clerk.

**Section 6.** The Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED by the members of the Planning Commission of Covina this 14<sup>th</sup> day of March, 2023.

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SUSAN ZERMENO, CHAIR  
CITY OF COVINA PLANNING COMMISSION

I hereby certify that the foregoing is a true copy of a Resolution adopted by the Planning Commission of the City of Covina at a regular meeting thereof held on the by the following vote of the Planning Commission:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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COVINA PLANNING COMMISSION SECRETARY



**[DRAFT] ORDINANCE 23-XX**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, TO ESTABLISH REGULATIONS TO IMPLEMENT TWO-UNIT RESIDENTIAL DEVELOPMENTS AND URBAN LOT SPLITS IN SINGLE FAMILY ZONES AS REQUIRED BY SENATE BILL 9 (2021-2022), BY APPROVING ZONING CODE AMENDMENT (ZCA) 23-01 TO AMEND TITLE 17 (ZONING) BY MODIFYING DEFINITION SECTION 17.04.143, SINGLE FAMILY RESIDENTIAL ZONES SECTIONS 17.08.020 (A-1), 17.10.020 (A-2), 17.12.020 (E-1/2), 17.14.020 (E-1), 17.20.020 (R-1-20,000), 17.22.020 (R-1-10,000), 17.24.020 (R-1-8,500) AND 17.26.020 (R-1-7500) FOR PERMITTED USES, AND ADDING A NEW SECTION 17.33.060; AND APPROVING MUNICIPAL CODE AMENDMENT TO AMEND TITLE 16 (SUBDIVISION), BY MODIFYING CHAPTERS 16.02, 16.04, 16.14, AND ADDING NEW SECTION FOR CHAPTER 16.06, AND MAKING A DETERMINATION OF EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT**

WHEREAS, in 2021, the California Legislature approved and the Governor signed into law Senate Bill 9 ("SB 9"), which among other things, added Sections 65852.21 and 66411.7 to the Government Code, enacting new limits on local authority to regulate urban lot splits and two-unit projects on land otherwise zoned for single-family development; and

WHEREAS, SB 9 allows local agencies to adopt the objective design, development, and subdivision standards for two-unit residential developments and urban lot splits; and

WHEREAS, the City desires to amend its local regulatory scheme to comply with Government Code Sections 65852.21 and 66411.7 and to regulate projects governed by SB 9 appropriately; and

WHEREAS, Government Code Section 65854 requires the Planning Commission to hold a duly noticed public hearing on a proposed amendment to a zoning ordinance.

WHEREAS, Government Code Section 65855 requires the Planning Commission to provide a written recommendation to the City Council regarding an amendment to a zoning ordinance; and

WHEREAS, Covina Municipal Code Section 17.80.050 further provides that any recommendation by the Planning Commission for an amendment shall require an affirmative vote of not less than two-thirds of the total voting members after at least one public hearing and must be filed with the City Council, together with a report of findings, hearings, and other supporting data, within thirty (30) days after the conclusion of the public hearing; and

WHEREAS, on March 14, 2023, the Planning Commission conducted a duly noticed public hearing and considered the proposed Zoning Code Amendment (ZCA) 23-01 and Municipal Code Amendment for Title 16. After receiving oral and written evidence, and public input, the Planning Commission concluded the hearing on that date, and by a \_\_\_\_\_ vote, adopted Resolution No. 2023-003 PC recommending to the City Council the approval of the Zoning Code Amendment (ZCA) 23-01 and Municipal Code Amendment for Title 16; and

WHEREAS, Government Code Section 65856 and Covina Municipal Code Section 17.80.080 require the City Council to hold a duly noticed public hearing regarding an amendment to a zoning ordinance; and

WHEREAS, on \_\_\_\_\_ the City Council of the City of Covina held a duly noticed public hearing as prescribed by law to consider the proposed Zoning Code Amendment (ZCA) 23-01 and Municipal Code Amendment for Title 16, and any comments received prior to or at the public hearing, at which time staff presented its report, and interested persons had an opportunity to and did testify either in support or in opposition to proposed Zoning Code Amendment (ZCA) 23-01 and Municipal Code Amendment for Title 16. Following consideration of the entire record of information received at the public hearing and due consideration of the proposed Zoning Code Amendment (ZCA) 23-01 and Municipal Code Amendment for Title 16, the City Council closed the public hearing on that same date; and

WHEREAS, all legal prerequisites prior to adoption of this Ordinance have occurred.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COVINA DOES HEREBY ORDAIN AS FOLLOWS:**

**Section 1. Recitals.** The facts outlined in the recitals above are true and correct and incorporated into this Ordinance as substantive findings of the City Council.

**Section 2. CEQA.** Under California Government Code Sections 65852.21, subdivision (j), and 66411.7, subdivision (n), the adoption of an ordinance by a city implementing the provisions of Government Code Sections 65852.21 and 66411.7 and regulating two-unit residential developments and urban lot splits is statutorily exempt from the requirements of the California Environmental Quality Act ("CEQA"). Therefore, this Ordinance is statutorily exempt from CEQA in that the Ordinance implements Government Code Sections 65852.21 and 66411.7. In addition to being statutorily exempt from CEQA, this Ordinance is also categorically exempt from CEQA under Class 3 as outlined in State CEQA Guidelines section 15303. The Class 3 exemption categorically exempts the construction and location of new, small structures and the conversion of existing small structures from one use to another. This Ordinance is categorically exempt under the Class 3 exemption because the Ordinance regulates the construction of two primary dwelling units or, if there is already a primary dwelling unit on the lot, the development of a second primary dwelling unit in a residential zone. Further, this Ordinance is not subject to CEQA under the general rule in CEQA Guidelines Section 15061(b)(3) that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Any development that would be contemplated under this Ordinance must be treated ministerially, and any such projects would be exempt from the environmental review requirements. For the reasons stated above, it can be seen

with certainty that there is no possibility that this Ordinance will have a significant effect on the environment.

**Section 3. Zoning Code Amendment Approval.** The City Council does hereby approve Zoning Code Amendment (ZCA) 23-01 and amends Title 17 (Zoning) by modifying the definition of chief planning official, the permitted uses for single family residential zones and adding new development regulations pertaining to two-unit residential developments and urban lot splits as set forth in Sections 4 through 13.

**Section 4.** Section 17.04.143 (Chief planning official) of Chapter 17.04 (Definitions and Standards) of the Covina Municipal Code is hereby amended to read as follows:

“Chief planning official” means the director of community development or his designee, who is responsible for the administration and supervision of the planning division of the community development department for the city of Covina. References in this title to director, planning director, city planner or planning official shall be deemed to refer to the chief planning official.”

**Section 5.** Section 17.08.020 (Permitted Uses) of Chapter 17.08 (A-1 Agricultural and Residential Zone (Single-Family)) of the Covina Municipal Code is hereby amended to add a new subsection “K” to read as follows, with all other provisions of Section 17.08.020 remaining unchanged:

“K. Two-Unit Development and Urban Lot Splits. The provisions of CMC 17.33.060 and CMC 16.02 and CMC 16.06 shall apply.”

**Section 6.** Section 17.10.020 (Permitted Uses) of Chapter 17.10 (A-2 Agricultural and Residential Zone (Single-Family)) of the Covina Municipal Code is hereby amended to add a new subsection “C” to read as follows, with all other provisions of Section 17.10.020 remaining unchanged:

“C. Two-Unit Development and Urban Lot Splits. The provisions of CMC 17.33.060 and CMC 16.02 and CMC 16.06 shall apply.”

**Section 7.** Section 17.12.020 (Permitted Uses) of Chapter 17.12 (E-½ Estate Residential Zone (Single-Family Estate)) of the Covina Municipal Code is hereby amended to add a new subsection “J” to read as follows, with all other provisions of Section 17.12.020 remaining unchanged:

“J. Two-Unit Development and Urban Lot Splits. The provisions of CMC 17.33.060 and CMC 16.02 and CMC 16.06 shall apply.”

**Section 8.** Section 17.14.020 (Permitted Uses) of Chapter 17.14 (E-1 Estate Residential Zone (Single-Family Estate)) of the Covina Municipal Code is hereby amended to add a new subsection “H” to read as follows, with all other provisions of Section 17.14.020 remaining unchanged:

“H. Two-Unit Development and Urban Lot Splits. The provisions of CMC 17.33.060 and CMC 16.02 and CMC 16.06 shall apply.”

**Section 9.** Section 17.20.020 (Permitted Uses) of Chapter 17.20 (R-1-20,000 Residential Zone (Single-Family)) of the Covina Municipal Code is hereby amended to add a new subsection “H” to read as follows, with all other provisions of Section 17.20.020 remaining unchanged:

“H. Two-Unit Development and Urban Lot Splits. The provisions of CMC 17.33.060 and CMC 16.02 and CMC 16.06 shall apply.”

**Section 10.** Section 17.22.020 (Permitted Uses) of Chapter 17.22 (R-1-10,000 Residential Zone (Single-Family)) of the Covina Municipal Code is hereby amended to add a new subsection “H” to read as follows, with all other provisions of Section 17.22.020 remaining unchanged:

“H. Two-Unit Development and Urban Lot Splits. The provisions of CMC 17.33.060 and CMC 16.02 and CMC 16.06 shall apply.”

**Section 11.** Section 17.24.020 (Permitted Uses) of Chapter 17.24 (R-1-8500 Residential Zone (Single-Family)) of the Covina Municipal Code is hereby amended to add a new subsection “H” to read as follows, with all other provisions of Section 17.24.020 remaining unchanged:

“H. Two-Unit Development and Urban Lot Splits. The provisions of CMC 17.33.060 and CMC 16.02 and CMC 16.06 shall apply.”

**Section 12.** Section 17.26.020 (Permitted Uses) of Chapter 17.26 (R-1-7500 Residential Zone (Single-Family)) of the Covina Municipal Code is hereby amended to add a new subsection “H” to read as follows, with all other provisions of Section 17.26.020 remaining unchanged:

“H. Two-Unit Development and Urban Lot Splits. The provisions of CMC 17.33.060 and CMC 16.02 and CMC 16.06 shall apply.”

**Section 13.** Section 17.33.060 (Two-Unit Developments and Urban Lot Splits) is hereby added to Chapter 17.33 (Special Housing Regulations) of the Covina Municipal Code to read as set forth below:

**“17.33.060 Two-Unit Residential Developments and Urban Lot Splits in Single-Family Residential Zones.**

**A. Purpose, Applicability, Definitions, Interpretation.**

1. Purpose. The purpose is to comply with California Government Code Sections 65852.21 and 66411.7, and appropriately regulate qualifying SB 9 two-unit residential developments and urban lot splits within single-family residential zones.
2. Applicability. The standards and limitations outlined in CMC Section 17.33.060 shall apply to SB 9 two-unit residential developments and urban lot splits within a single-family residential zone in the City, notwithstanding any other conflicting provisions of the Covina Municipal Code (“CMC”). In case of conflicts between the provisions of CMC Section 17.33.060, and any other provisions of the CMC, the provisions of CMC Section 17.33.060 shall prevail. If SB 9 or those sections of the



Government Code are ever repealed or deemed to be unconstitutional or no longer in effect, this section shall be automatically repealed.

3. Definitions. The following terms shall have the following meanings:

- a. ADU and JADU shall have the meanings ascribed to these terms in CMC chapter 17.69 (Accessory Dwelling Units).
- b. “New primary dwelling unit” shall mean creating a new, additional dwelling unit or expanding an existing dwelling unit. ADU or a JADU does not constitute a new primary dwelling unit.
- c. “Single-family residential zone” includes the A-1, A-2, E-1, E-1/2, E-21/2, R-1-20,000, R-1-10,000, R-1-8500, and R-1-7500 zoning districts.
- d. “SB 9” means Senate Bill No. 9, Statutes of 2021, Chapter 162, (2021). The bill amended Government Code Section 66452.6 and added Government Code Sections 65852.21 and 66411.7.
- e. “SB 9 two-unit residential development” shall mean a housing development containing no more than two primary residential units within a single-family residential zone that qualifies for ministerial review according to California Government Code Section 65852.21. A housing development contains two residential units if the development proposes no more than two new units or if it proposes to add one new unit to one existing primary unit.
- f. “Urban lot split” shall mean a parcel map subdivision permitted according to the regulations outlined in Government Code Section 66411 that creates no more than two parcels of approximately equal size.
- g. “Lot area” shall mean the total area measured horizontally within the lot lines and shall not have a slope steeper than four to one (4 feet horizontal to 1 foot vertical).

4. Interpretation. The provisions of this section shall be interpreted to be consistent with the provisions of California Government Code Sections 65852.21 and 66411.7 and shall be applied in a manner consistent with state law. The City shall not apply any requirement or development standard provided for in this section to the extent prohibited by any provision of state law.

B. Permit Application and Review Procedures.

1. Application. An applicant for an SB 9 two-unit residential development or an urban lot split shall submit an application on a form prepared by the City, along with all information and materials prescribed by such form. No application shall be accepted

unless it is completed as prescribed and is accompanied by payment for all applicable fees.

2. Review. Consistent with state law, the chief planning official will consider and approve or disapprove a complete application for an SB 9 two-unit residential development, or an urban lot split ministerially, without discretionary review or public hearing.

3. Nonconforming Conditions.

- a. An SB 9 two-unit residential development may only be approved if all non-conforming zoning conditions are corrected.
- b. The correction of legal non-conforming zoning conditions is not a condition for ministerial approval of a parcel map for an urban lot split.

4. Effectiveness of Approval. The ministerial approval of an SB 9 two-unit residential development or a parcel map for an urban lot split does not take effect until all required documents have been recorded and submitted to the City.

5. Hold Harmless. Approval of an SB 9 two-unit residential development or a parcel map for an urban lot split shall be conditioned on the applicant agreeing to defend, indemnify and hold harmless the City, its officers, agents, employees, and consultants from all claims and damages (including attorney's fees) related to the approval and its subject matter.

6. Denial Based on Specific, Adverse Impacts. Notwithstanding anything else in this section, the Building Official may deny an application for an SB 9 two-unit residential development or a parcel map for an urban lot split if the Building Official makes both of the following written findings, based on a preponderance of the evidence, that: 1) the project would have a specific, adverse impact, as defined and determined in paragraph (2) of subdivision (d) of California Government Code Section 65589.5, upon either public health and safety or on the physical environment and 2) there is no feasible method to satisfactorily mitigate or avoid the specific adverse impact.

C. Qualifying Requirements.

A proposed urban lot split or SB 9 two-unit residential development must meet all of the following requirements to qualify for a ministerial review according to the provisions of this section. The applicant shall be responsible to demonstrate to the reasonable satisfaction of the chief planning official that each of these requirements is satisfied. The applicant and each property owner shall provide a sworn statement, in a form approved by the chief planning official, attesting to all facts necessary to establish that each requirement is met.

1. The subject property shall be located within a single-family residential zone.

2. The proposed development shall not be located on any site identified in subparagraphs (B) to (K), inclusive of paragraph (6) of subdivision (a) of California Government Code Section 65913.4, unless the development satisfies the requirements specified therein. Such sites include, but are not limited to, prime farmland, wetlands, high or very high fire hazard severity zones, special flood hazard areas, regulatory floodways, and lands identified for conservation or habitat preservation as specifically defined in Government Code Section 65913.4.
3. The proposed development shall not be located within a historic district or on the property included on the State Historic Resources Inventory, as defined in Section 5020.1 of the California Public Resources Code, or within a site that is designated or listed as a city landmark or historic property pursuant to a city ordinance.
4. The proposed development shall not require the demolition or alteration of housing that is subject to a recorded covenant, Ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income.
5. The proposed development shall not require the demolition or alteration of housing that is subject to any form of rent or price control.
6. The proposed development shall not involve the demolition of more than 25 percent of the exterior walls of an existing dwelling.
7. The proposed development shall not require the demolition or alteration of housing that has been occupied by a tenant within the last three (3) years.
8. In the case of an urban lot split, the lot proposed to be subdivided shall not have been established through a prior urban lot split.
9. In the case of an urban lot split, the lot proposed to be subdivided ("subject lot") is not adjacent to any lot that was established through an urban lot split by the owner of the subject lot or by any person acting in concert with the owner of the subject lot.
10. No unpermitted construction or illegal non-conforming zoning conditions shall exist on the property.
11. Except where superseded by this Section, development shall comply with the objective standards of the zone in which the lot is located.

**D. Number of Dwelling Units Permitted on a Lot.**

1. Notwithstanding any other provisions of the CMC, state law requires the City to permit a lot located within a single-family residential zone to contain up to two primary dwelling units. The two units must be developed and maintained to comply with the requirements outlined in this section.

2. No more than two dwelling units of any kind may be constructed or maintained on a lot that results from an urban lot split. For purposes of this subdivision, the two-unit limitation applies to any combination of primary dwelling units, ADUs, and JADUs. Examples are as follows:

- a. one primary dwelling unit and one ADU (detached or attached); or
- b. one primary dwelling unit and one JADU; or
- c. two dwelling units.

The combination of two dwellings units plus one ADU and one JADU are not permitted on a lot that results from an urban lot split.

E. Separate Conveyance.

- 1. Primary dwelling units located on the same lot may not be owned or conveyed separately from one another. All fee interest in a lot and all dwellings must be held equally and undivided by all individual owners of the lot.
- 2. Condominium airspace divisions and common interest developments are not permitted on a lot created through an urban lot split or containing an SB 9 two-unit residential development.

F. Residential Use Only.

Non-residential use is not permitted on any lot created through an urban lot split or containing an SB 9 two-unit residential development.

G. No Short-Term Rentals Permitted.

The rental of any dwelling unit on a lot created through an urban lot split or containing an SB 9 two-unit residential development shall be for a term longer than 30 consecutive days.

H. Housing Crisis Act Replacement Housing Obligations.

If the proposed development results in the demolition of protected housing, as defined in California Government Code Section 66300, the applicant shall replace each demolished protected unit and comply with all applicable requirements imposed according to subsection (d) of Government Code Section 66300.

I. Development and Objective Design Standards.

A qualifying SB 9 two-unit residential development and any development on a lot created through an urban lot split shall be subject to the development and design standards outlined in this section. In addition, except as modified or provided by this section or state law, an SB 9 two-unit residential development and any development on a lot created through an urban lot split shall conform to all objective development standards applicable to the lot as outlined in this section and all applicable objective standards and criteria contained in

standard plans and specifications, policies, and standard conditions duly promulgated and adopted by the City, and the Los Angeles County Fire Department.

1. Development Standards.

Unit Size		
Minimum for each dwelling	800 SF (Square Feet)	A legally established primary dwelling less than 800 SF may expand to up to 1,000 SF
Maximum for each dwelling	1,000 SF (Square Feet)	A legally established primary dwelling more than 1,000 SF shall not be expanded
Building Height (maximum)	16 feet	Height measured from the ground level to the highest point of the roof
Building Separation	6 feet	Between all detached structures: residential units, garages, accessory structures; and, comply with building codes
Front Yard Landscape Coverage (Maximum)	50%	Exclude the allowed standard driveway (12 feet wide) in the front yard

2. Setbacks.

- a. The following are minimum setbacks from the property lines for each new primary dwelling unit and new detached garage and accessory structures:

Minimum Setbacks (feet)	Front	Rear	Interior Side	Street Side	Reverse Corner side
New primary dwelling unit	25	4	4	12.5	15
New detached garage and accessory structures	25	4	4	12.5	15

- b. Any construction occurring on a lot that abuts a street that has not been fully improved shall observe all building setbacks from the ultimate right-of-way of the street.
- c. Exceptions. The above minimum setback requirements do not apply or shall be modified in the following circumstances:
- No increased setback is required for an existing structure or for a new primary dwelling unit that is constructed in the same location and to the same dimensions as an existing structure.
  - A required minimum setback may be reduced pursuant to subsection if it would physically preclude the development or maintenance of two dwelling units on a lot, or physically preclude any new primary dwelling unit from being 800 square feet in floor area, but must comply with building codes.



- iii. Permitted projections into required yards. The following architectural features may project into any required setback a maximum of 2 feet: cornices, eaves, belt courses, sills, buttresses, planter boxes, masonry planters, guard railings, chimneys, and similar architectural projections with no floor area, including, but not limited to, windows and pilasters. Architectural projections must comply with distance separation from building walls or property lines as required by building codes.

3. Open Space. Each new primary dwelling unit shall provide, at a minimum, a continuous private open space of 200 square feet. The private open space area shall be open and unobstructed from the ground to the sky. The private open space may be located within the interior side or rear setback areas.

4. Landscaping. All setback areas, and all areas not designated for walkways, parking, drive aisles, and private recreation areas, shall be fully landscaped and irrigated. Each development shall comply with the CMC Chapter 17.82, Water Efficient Landscape Regulations.

5. Perimeter Block Walls. Each development shall provide a perimeter wall with a maximum height of 6 feet, as measured from the finished grade next to the wall, including any retaining wall portion and up to the top of the wall. Perimeter block walls shall comply with the following requirements:

- a. All perimeter walls shall comply with the requirements as contained in CMC Section 17.26.170 through 17.26.210 (Walls, Fences, and Hedges).
- b. The property owner shall work with the adjoining property owners to design and construct the perimeter block walls to avoid double walls. If the property owner cannot obtain approval from the adjoining property owners, the property owner shall construct the new wall with a decorative cap to be placed between the new and the existing wall.
- c. Perimeter and privacy walls shall be decorative with stucco finish, slump stone or split-face block, or a combination of said materials.
- d. Perimeter walls within the 25 feet front yard setback area shall not exceed 3 feet in height from the finished surface.

6. Off-Street Parking.

- a. Required Parking. Provide one off-street parking space for each new primary dwelling unit unless one of the following applies:
  - i. The lot is located within one-half mile walking distance of either (i) a high-quality transit corridor as defined in subdivision (b) of Section 21155 of the California Public Resources Code, including Covina Metrolink Station, or

(ii) a major transit stop as defined in Section 21064.3 of the California Public Resources Code, including Foothill Transit Center.

ii. The lot is located within one block of a car-share vehicle location.

- b. Off-street parking spaces for an existing primary dwelling shall continue to be provided in accordance with the standards for the underlying zone.
- c. Required parking for new primary dwelling units may be provided within an enclosed garage or as open parking spaces on the lot, but not as tandem parking. Open parking spaces may be located within the side or rear setbacks.
- d. All required parking spaces shall be 9 feet in width and 19 feet in depth, unobstructed.
- e. Each enclosed garage shall maintain the minimum interior parking dimensions of 9 feet width by 19 feet depth, unobstructed. No storage cabinets or mechanical equipment, including, but not limited to water heaters, utility sinks, washers and dryers, solar power battery pack, or similar equipment, shall encroach into the required parking area.

#### 7. Unit Design Standards.

- a. If the lot contains an existing primary dwelling that was legally established prior to the filing of a complete application for a two-unit development or an urban lot split, any new additional primary dwelling unit must match the existing primary dwelling unit in exterior materials, color, and dominant roof pitch. The dominant roof slope is the slope shared by the dominant feature of the roof.
- b. If two new primary dwelling units are to be developed on the lot, the dwellings must match each other in exterior materials, color, and dominant roof pitch. The dominant roof slope is the slope shared by the largest portion of the roof.
- c. Each new primary dwelling unit shall have the main entry clearly defined, and to the extent possible, shall orient directly toward the street(s) to provide consistency with the neighborhood. Provide a covered entry to the dwelling unit with a minimum depth of 3 feet. Each covered entry shall be proportionate to the building and incorporate architectural features consistent with the overall building design.

8. Laundry Facilities. Each new primary dwelling unit shall have a laundry space located within the unit or within a garage accessible from the unit that is equipped with washer and dryer hook-ups. If the laundry facilities are located within an enclosed garage, the laundry equipment shall not encroach into the interior garage parking area.

9. Water Heaters. Each new primary dwelling unit shall have a separate hot water facility. No exterior water heater enclosures shall be permitted.

10. Mechanical Equipment, Metering Devices. Roof-mounted mechanical equipment is not permitted. All ground-mounted equipment and above-ground utility meters, including, but not limited to, heating, cooling, or ventilating equipment, water meters, gas meters, and irrigation equipment, shall be shown on the site plan and, to the extent possible, be placed outside the required front setback area. If mechanical equipment or metering devices are located between a structure and the property line, provide an unobstructed three-foot-wide path.

11. Access and Circulation.

- a. Provide adequate on-site vehicular access, circulation, back-up, and turn-around areas that comply with applicable city standards.
- b. The minimum street frontage for a flag lot is 20 feet. If the lot depth of the new parcel in the rear (flag lot) is more than 150 feet, the minimum street frontage must be 25 feet.
- c. Driveways shall maintain a minimum width of 20 feet unless a wider width is required for emergency access.
- d. Adequate access to each residential unit on the lot for fire and emergency medical service personnel and vehicles must be provided. The Los Angeles County Fire Department must confirm that all applicable fire and emergency access requirements are met before the City will approve an application.

12. Refuse Storage Areas. All developments shall provide each unit with the appropriate number of containers for recyclables, organics, and non-recyclable solid waste (“trash containers”) and shall be stored within designated storage areas only.

13. Utilities.

- a. Each primary dwelling unit on a lot must have its direct utility connection to the utility/public service provider. However, all new utilities must be undergrounded.
- b. The property owner/applicant must obtain all necessary and required easements for providing electricity, gas, water, sewer, and other utility or public service to the lot before issuing any permits for any dwelling unit, in compliance with CMC Sections 17.33.060J, 17.33.060K and 17.33.060L.
- c. Submitted plans shall show the location and dimension of all proposed above-ground and underground utility and public service facilities serving the lot and each dwelling unit and the location and dimensions of all related easements.

14. Building and Safety. All structures built on the lot must comply with current local building standards.

15. Grading. Grading, filling, excavating and construction activities must comply with health and safety requirements of California Building and Grading Standards. The maximum encroachment into any four to one (4:1) or greater slopes shall not exceed a distance of 6 feet.

16. Drainage and Stormwater Management. Each lot will drain to the street or an approved storm drain facility. The design of parkway culverts and storm drain lateral pipe connections to city-maintained storm drains within the city right-of-way shall comply with applicable city standards. SB 9 two-unit residential developments and the development on lots created through an urban lot split are subject to CMC Chapter 8.50 ("Storm Water Quality and Urban Runoff Control"). They must comply with all applicable, related rules, requirements, and standards, including, but not limited to, the preparation and implementation of a water quality management plan that meets applicable requirements.

17. Exceptions to Objective Standards.

- a. The chief planning official shall approve an exception to any of the standards specified in this section or any applicable objective zoning, subdivision, or design standards upon determining that complying with the standard would physically preclude the construction of up to two residential units or would physically preclude either of the two residential units from being 800 square feet in floor area to the extent necessary to allow the development of two primary residential units (800 square feet each) on a lot according to this section. The City prioritizes some objective development standards over others, as provided in the priority below. In applying the exceptions required by this section, a proposed project shall be designed such that a development standard given a lower priority is modified or waived before a development standard given a higher priority. If a proposed project can be designed such that each lot can accommodate two (2) 800 square feet primary dwelling units by modifying or waiving a development standard with a lower priority, then an application that proposes a design requiring the modification or waiver of a development standard with a higher priority will be denied. The City prioritizes the following standards in the following descending order of priority, with the first development standard listed having the highest priority:

- i. Lot width
- ii. Building height
- iii. Front setback
- iv. Maximum front setback coverage (50%)
- v. Open space (200 square feet)
- vi. Lot coverage (50%)

- b. The following standards and requirements of this section will not be waived or modified:
  - i. Building Code requirements;
  - ii. Federal requirements; and
  - iii. Other standards imposed by state law, including but not limited to SB 9.
- c. As part of its application, the applicant shall provide a written explanation that (a) specifically describes every development standard the applicant seeks to modify and waive, and to what extent, (b) demonstrates why waiver or modification of each development standard is needed to prevent physically precluding the construction of up to two primary residential units on the lot and/or each new unit from being at least 800 square feet in floor area, and (c) demonstrates that the requested modifications and/or waivers are consistent with the priority set forth in this subsection.

**J. Additional Requirements for Urban Lot Splits**

- 1. Approval. An application for a parcel map for an urban lot split is approved or denied ministerially, by the chief planning official, without discretionary review.
- 2. An urban lot split must conform to all applicable objective requirements of the Subdivision Map Act, including implementing provisions in the CMC, except as otherwise provided in this section. Notwithstanding the foregoing, no dedication of rights-of-way or construction of offsite improvements is required solely for an urban lot split.
- 3. Lot Size and Lot Area. The parcel map for an urban lot split must subdivide an existing lot to create no more than two new lots of approximately equal lot area, provided that one lot shall not be smaller than 40 percent of the lot area of the original lot proposed for subdivision. Both newly created lots must each be no smaller than 1,200 square feet. Lot area must comply with the definition outlined in the definition section and contained in CMC Section 17.04.360.
- 4. Easements.
  - a. The owner must enter into an easement agreement with each utility/public-service provider to establish easements that are sufficient for the provision of public services and facilities to each of the lots resulting from the urban lot split (“resulting lots”).
  - b. Each easement must be shown on the tentative parcel map and the final parcel map.
  - c. Copies of the unrecorded easement agreements must be submitted with the application. The easement agreements must be recorded against the property



before the final parcel is approved and recorded with the Office of County Recorder.

5. Lot Access.

- a. Each resulting lot must adjoin the public right-of-way.
- b. Each resulting lot must have frontage on the public right-of-way of at least 20 feet. If the resulting lot has a lot depth of more than 150 feet, the street frontage shall increase to 25 feet.

6. Improvements Required. Each resulting lot must be developed in accordance with improvement plans processed concurrently with the parcel map application and approved by the City, showing the location and dimensions of all structures, drive aisles, parking areas, pedestrian pathways, and other improvements proposed to be constructed or to remain on each lot. Approval of a parcel map for an urban lot split shall be subject to the City's approval of such related improvement plans and all related entitlements or other approvals required by this Code. Any proposed development on one of the lots that is inconsistent with or not shown on the improvement plans approved concurrently with the urban lot split shall be subject to review and approval by the City in accordance with the applicable requirements of this Code.

7. Required Affidavit. Except as provided in Government Code Section 66411.7 for community land trusts and qualified nonprofit corporations, the applicant for a parcel map for an urban lot split must sign an affidavit provided by the City stating that the applicant intends to occupy one of the dwelling units on one of the resulting lots as the applicant's principal residence for a minimum of three years after the final parcel map for the urban lot split is approved.

K. Compliance with Emergency Access and Service Requirements.

Development of a lot pursuant to this section must conform and comply with all applicable provisions of the fire code and applicable requirements promulgated by the Los Angeles County Fire Department intended to ensure sufficient emergency access is provided or maintained. Prior to submitting a complete application for an SB 9 two-unit residential development or an urban lot split, the applicant shall obtain and provide City with written confirmation from the Los Angeles County Fire Department that the proposed development complies with all such requirements.

L. Deed Restriction.

Prior to approval of a parcel map for an urban lot split or the issuance of a building permit, whichever comes first, for the development of an SB 9 two-unit residential development, the owner(s) of record of the property shall provide the chief planning official a copy of a covenant agreement, declaration of restrictions, or similar deed restriction ("deed restriction") recorded against the property, which is in a form prepared by and acceptable to the chief planning official, and that does each of the following:

1. Rental Terms. Expressly requires that the rental of any dwelling unit on the property shall be for a term longer than 30 consecutive days.
2. Expressly prohibits any non-residential use of the lot.
3. Expressly prohibits primary dwelling units located on the same lot from being owned or conveyed separately from one another.
4. Expressly requires all fee interest in each lot and all dwellings to be held equally and undivided by all individual owners of the lot.
5. Expressly prohibits condominium airspace divisions and common interest developments on the property.
6. States that the property was formed and developed according to the provisions of this SB 9 and this section and is therefore subject to the city regulations outlined in this section, including all applicable limits on dwelling size and development.
7. Expressly prohibits more than two dwelling units of any kind from being constructed or maintained on a lot that results from an urban lot split.
8. Expressly prohibits any subsequent urban lot split for lots that were previously created by an urban lot split under SB 9.
9. States (i) that the deed restriction is for the benefit of and is enforceable by the City, (ii) that the deed restriction shall run with the land and shall bind future owners, their heirs, and successors and assigns, (iii) that lack of compliance with the deed restriction shall be good cause for legal action against the owner(s) of the property; (iv) that, if the City is required to bring legal action to enforce the deed restriction, then the City shall be entitled to its attorneys' fees and court costs; and (v) that the deed restriction may not be modified or terminated without the prior written consent of the chief planning official.

M. Fees.

Development of lots pursuant to this section shall be subject to all applicable fees, including development impact fees, and assessments, duly adopted by the City.

N. Objective Standard Conditions.

The chief planning official is authorized to promulgate objective standard conditions implementing this section, which are consistent with applicable provisions of CMC and state law, that shall apply to the application and development of two-unit developments and urban lot splits, and to publish such standard conditions on the City's internet website. Applicants must comply with all objective standard conditions duly promulgated by the chief planning official and published on the City's internet website.

O. Expiration of Approval.

The approval of an SB 9 two-unit residential development shall become null and void if construction is not commenced within two years of the approval and diligently advanced until completion of the project. In the event construction of the project is commenced, but not diligently advanced until completion, the rights granted pursuant to the approval shall expire if the building permits for the project expire.”

**Section 14.** Municipal Code Amendment Approval for Title 16 Subdivision. The City Council does hereby approve Municipal Code Amendment and amend Title 16 (Subdivision) Chapters 16.02, 16.04, 16.06 and 16.14 pertaining to Urban Lot Splits as set forth in Sections 15 to 19.

**Section 15.** Table: 1-1 of Section 16.02.050 (Review and approval authority of advisory agencies) of Chapter 16.02 (General Provisions) of the Covina Municipal Code is hereby amended to remove the “simple parcel map” row and read as follows:

“Table 1-1 – Review and Approval Authority

Type of Action	Review Authority	Approval Authority
Tentative maps: a. Tentative parcel map (4 or less lots/parcels; all others) b. Tentative tract map (5 or more lots/parcels; all others)	Planning commission	City council
Vesting tentative maps	Planning commission	City Council
Correction/amendment of maps	City staff and other responsible agencies	Chief planning official or city engineer
Tentative map extensions	City staff and other responsible agencies	Planning commission
Final maps or parcel maps	City staff and other responsible agencies	City council
Urban lot split	City staff and other responsible agencies	Chief planning official or city engineer
Certificate of compliance	City staff and other responsible agencies	City engineer
Reversion to acreage	City staff and other responsible agencies	Planning commission
Lot and parcel mergers	City staff and other responsible agencies	City engineer
Lot line adjustments	City staff and other responsible agencies	Chief planning official or city engineer

**Section 16.** Section 16.04.020 (Special Definitions) of Chapter 16.04 (Definitions) of the Covina Municipal Code is hereby amended to revise subsection “BB” to read as follows, with all other provisions of Section 16.04.020 remaining unchanged:

“BB. “Tentative map” shall mean a map for a proposed subdivision creating five or more prepared in accordance with the provisions of the Subdivision Map Act for the purpose of showing the design of the proposed subdivision and the existing conditions in and around it. A tentative map need not be based upon an accurate or detailed field survey.”

**Section 17.** Section 16.06.010 (Subdivisions of four or less lots – Parcel map) of Chapter 16.06 (Map Requirements) of the Covina Municipal Code is hereby amended read as follows:

**“16.06.010 Subdivisions of four or less lots – Parcel map.**

Except where exempted by CMC 16.02.040, a tentative parcel map and parcel map shall be required for all divisions of land into four or less parcels or lots, or four or less condominium units or stock cooperative units, a community apartment project containing four or less parcels or lots or for the conversion of a dwelling to a stock cooperative containing four or less dwelling units.”

**Section 18.** Section 16.06.025 (Urban Lot Splits (SB 9)) is hereby added to Chapter 16.06 (Map Requirements) of the Covina Municipal Code to read as follows:

**“16.06.025 Urban Lot Splits (SB 9).**

The provisions of this section apply to the processing of parcel maps for urban lot splits pursuant to California Government Code Section 66411.7 and CMC Section 17.33.060.

A. Notwithstanding the Subdivision Map Act or any other provision of CMC Chapter 16 (Subdivisions), an application for a parcel map for an urban lot split is approved or denied ministerially, by the chief planning official, without discretionary review. A tentative parcel map for an urban lot split is approved ministerially if it complies with the requirements of CMC 17.33.060 and applicable objective requirements of CMC Chapter 16 (Subdivisions) and the Subdivision Map Act. A final parcel map is approved ministerially as well, but not until the owner demonstrates that the required documents have been recorded, such as the deed restrictions and easements, and the applicant has signed an affidavit stating that the applicant intends to occupy one of the housing units as their principal residence for a minimum of three years from the date of the approval of the urban lot split. A final parcel map must be recorded with the county recorder.

B. A proposed urban lot split may only be denied if the building official makes a written finding that the proposed housing development project would have a specific, adverse impact upon public health and safety or the physical environment and for which there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact.

C. The chief planning official or city engineer has the authority to interpret and establish guidelines and procedures for the processing, approving, and finalizing parcel maps for urban lot splits, consistent with state and local law.”

**Section 19.** Section 16.14.070 (Administrative approval of certain simple parcel maps) of Chapter 16.14 (Final Maps and Parcel Maps) of the Covina Municipal Code is hereby removed, with all other provisions of Chapter 16.14 remaining unchanged.

**Section 20.** This Ordinance shall take effect 30 days after its adoption. The City Clerk is directed to certify to the enactment of this Ordinance and to cause this ordinance to be published and/or posted as required by law..

**Section 21.** If any section, clause, phrase, word, or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each other section, clause, phrase, word or portion thereof, irrespective of the fact that anyone or more sections, subsections, subdivisions, sentences, clauses, phrases, words or portions thereof be declared invalid or unconstitutional.

**INTRODUCED AND APPROVED UPON FIRST READING** this \_\_\_\_ day of \_\_\_\_\_, 2023, upon the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

**PASSED, APPROVED AND ADOPTED UPON SECOND READING** this \_\_\_\_ day of \_\_\_\_\_, 2023, upon the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

City Council of Covina, California

BY: \_\_\_\_\_  
PATRICIA CORTEZ, MAYOR



ATTEST:

\_\_\_\_\_  
FABIAN VELEZ, DEPUTY CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CANDICE K. LEE, CITY ATTORNEY

CERTIFICATION

I, \_\_\_\_\_, City Clerk of the City of Covina, do hereby certify that Ordinance 23-\_\_\_\_\_  
\_\_\_\_\_ was passed, approved, and adopted at a REGULAR meeting of said City Council on the  
\_\_\_\_\_ of \_\_\_\_\_, 2023, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

Dated:

\_\_\_\_\_  
CITY CLERK



## CITY OF COVINA

Community Development Department – Planning Division

125 East College Street • Covina, California 91723 • (626) 384-5450

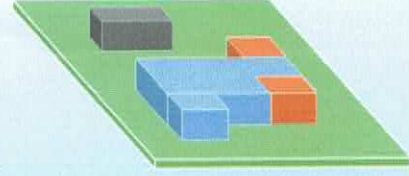
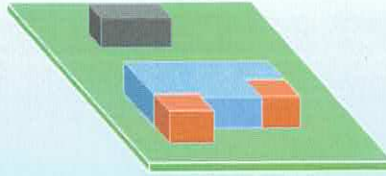
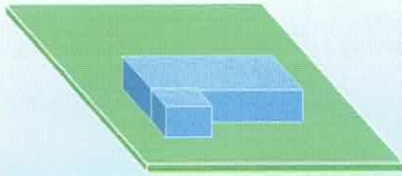
### SENATE BILL 9 (SB 9)

On September 16, 2021, Governor Newsom signed SB 9 into law, which became effective January 1, 2022. Subject to certain requirements, SB 9 allows ministerial (staff level, without discretionary review or hearing) approval, within single-family residential zones, of a Two-Unit Development (proposed housing development containing no more than two (2) residential units (e.g., one duplex or two (2) detached single-family homes)) and an Urban Lot split (a subdivision of one (1) lot into two (2) lots).

In most circumstances, SB 9 will result in the potential creation of up to four dwelling units from an existing single-family parcel, generally displayed in the simplified scenarios depicted below.



## Two-Unit Development without Lot Split Scenario



*Parcel can have up to:*

- 1 existing unit
- + 1 ADU (garage conversion, space conversion new detached, or new attached)
- + 1 JADU (conversion of existing habitable space < 500 SF)
- + 1 new unit under SB 9
- 
- = 4 total possible units**

## WHAT IS THE PROCESS FOR SB 9?

### Step 1: CONFIRM THE PROJECT IS ELIGIBLE

Projects for a Two-Unit Development and/or an Urban Lot Split must meet all the criteria on the respective Senate Bill (SB) 9 Eligibility Checklist to qualify for ministerial review. A project that includes a proposal for a Two-Unit Development and an Urban Lot Split must complete both Eligibility Checklists.

- ☐ SB 9 Two-Unit Development Eligibility Checklist
- ☐ SB 9 Urban Lot Split Eligibility Checklist

**IMPORTANT NOTE:** SB 9 only applies to single-family residential zones. Please contact the Community Development Department-Planning Division to determine if your property is eligible.

### Step 2: SUBMIT A COMPLETE SB 9 APPLICATION PACKET

If you determine your project is eligible, you may apply for the SB 9 Two-Unit Development, and/or the Urban Lot Split using the Standard Application Form. In addition, the following forms are also required for a complete application.

- ☐ Standard Application
- ☐ Owner occupancy affidavit
- ☐ Prior tenancies affidavit

- ☐ Deed restriction for Two-Unit Development
- ☐ Deed restriction for Urban Lot Split

#### ADDITIONAL INFORMATION REQUIRED:

Urban Lot Split. You will need to hire a Licensed Engineer to prepare a tentative parcel map and illustrate compliance with the Subdivision Map Act (Cal. Gov. Code, § 66410 *et seq.*) and Title 16, Subdivisions, of the Covina Municipal Code.

- ☐ Tentative Parcel Map Submittal Requirements

Two-Unit Development. You will need to hire a Licensed Architect or Builder Designer to prepare detailed site plan and building elevations to illustrate compliance with the applicable objective development and design standards of Urgency Ordinance 22-08.

- ☐ Site Plan Review Category “F” Submittal Requirements

**NOTE: An ADU / Junior ADU is not permitted when the lot is split pursuant to SB 9.**

#### **Step 3: TIMELINES FOR MINISTERIAL REVIEW**

1. Completeness & Eligibility Review. The City will issue a determination of completeness and eligibility within 30 days of receipt of an application.
2. Action on the Application. City staff will issue an approval or denial on the application within 60 days of the completeness determination.

#### **Step 4: SUBMIT FOR BUILDING AND/OR ENGINEERING APPROVALS**

Following project approval, an applicant may submit detailed construction plans to the Community Development Department-Building and Safety Division to obtain Building Permits, and Public Works-Engineering Division to obtain Encroachment Permits.



# SB 9 FREQUENTLY ASKED QUESTIONS

## **What is SB 9 ?**

Senate Bill (SB) 9 is a new law enacted by the State of California that increases the allowed density on certain single-family lots. SB 9 adds two new sections to the Government Code (§§ 65852.21 and 66411.7) that make it easier to add a second residential unit or split an existing lot (urban lot-split) in areas that meet the requirements.

## **Can I use SB 9 to split my parcel?**

SB 9 “urban lot-splits” are subject to the same restrictions as the two-unit project according to Government Code § 66411.7. If a parcel has some of these restrictions listed under Government Code § 66411.7, please meet with a planner to determine the applicability of SB 9. SB 9 requires that each resulting lot be at least 1,200 square feet. A parcel may only be subdivided using SB 9 one time (i.e., the 2 parcels resulting from the urban lot-split may not be further subdivided pursuant to SB 9).

## **Can I rent out the units created by SB 9 project?**

Applicants for an urban lot-split under SB 9 must sign and record a deed restriction that they will use one of the units as their primary residence for a minimum of three years. Otherwise, units may be rented, but for terms longer than 30 days (no Short-Term Rentals).

## **Does SB 9 apply to homeowners’ associations (HOAs)?**

SB 9 does not address rules or restrictions implemented and adopted by homeowners’ associations or included in CC&Rs (covenants, conditions, and restrictions). The City does not enforce private CC&Rs.

## **How does the Permit Streamlining Act apply if these are ministerial actions?**

Senate Bill (SB) 8, also effective January 1, 2022, extends the requirements of the Permit Streamlining Act to housing projects of one unit or more that require no discretionary approvals. As a consequence, SB 9 projects are subject to the Permit Streamlining Act’s requirements for completeness determinations (within 30 days of submittal) and approval deadlines (within 60 days of determining that the project is exempt from CEQA).

## **Can I partially or completely demolish an existing dwelling for SB 9 project?**

You may not demolish the dwelling if it is rent-controlled, subject to affordable housing restrictions, or a renter was evicted from the dwelling in the past 15 years. You may not demolish more than 25% of an existing dwelling’s exterior walls if the dwelling has been a rental property in the past 3 years.

## **What about SB 9 and Accessory Dwelling Units (ADU) and/or Junior Accessory Dwelling Units (JADU)?**

When a lot split occurs, up to two units on each lot resulting from the lot split are allowed, inclusive of any primary dwelling unit, ADU, JADU, or SB 9 unit. When a lot split has not occurred, the lot is eligible to receive ADUs and/or Junior ADUs as it ordinarily would under ADU law, in addition to the primary dwelling unit and SB 9 unit. In no case will more than four units may be developed under either or both SB 9’s two-unit development and urban lot split authority. Additional information on requirements for ADUs can be found in Chapter 17.69 of the Covina Municipal Code.





# CITY OF COVINA

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**PLANNING COMMISSION AGENDA REPORT  
ITEM NUMBER CB -1  
March 14, 2023**

**TO:** Chairperson and Members of the Planning Commission

**FROM:** Brian Lee, AICP, Director of Community Development

**SUBJECT:** **Application for Site Plan Review (SPR) 21-120 and Determination of Exemption from CEQA:** A request to construct a new 3-unit, 2-story, multi-family apartment development, on an approximately 10,499 square foot (.24 acre) lot, with all new site improvements. The Planning Commission will consider the project exempt from further review under CEQA. The site is within the Covina Town Center Specific Plan (CTCSP) "Cultural Core" District, located at 244 E. College Street (APN: 8445-008-003).

## **SITE AND PROJECT DESCRIPTION**

### **A. Project Information:**

Requests: Site Plan Review (SPR) 21-120

Applicant & Address: Drafting & Design  
Attn: Steve Eide  
158 W. Orange Street  
Covina, CA 91723

Property Owner & Address: Jing Liu  
2817 Majestic Street  
West Covina, CA 91791

Assessor's Parcel Map No's: 8445-008-003

On February 28, 2023, the Planning Commission's regular meeting was canceled due to technical (audio) issues. The meeting was adjourned to and item was continued to the March 14, 2023, regular meeting of the Planning Commission.

On June 21, 2021, the applicant submitted a Site Plan Review Permit application, requesting approval to allow for the construction of a new 3-unit, 2-story, multi-family apartment development, on an approximately 10,499 square foot (.24 acre) lot, on an existing vacant parking lot.

After completing an initial review, Staff deemed the application "Incomplete" due to missing information. Staff worked with the applicant and the required information was re-submitted and the project was deemed "Complete" on February 8, 2023.

## **SITE ENTITLEMENT HISTORY**

The property was previously owned by Christ Church, located at 200 N. Second Street. In 2021, the Church sold the parcel located at 244 E. College Street, and the new owner (applicant Jing Liu) sent a Termination of Parking Lot Use Notice to the City and McIntyre LLC, terminating a parking agreement between the Church that owned 244 E. College Street and the adjacent property owner (McIntyre LLC), who owned 203 E. Badillo Street. A parking agreement was executed between the Church and McIntyre LLC to secure 52 off-site parking spaces for the Church's overflow parking needs for compliance with the required parking spaces as a condition of approval under Conditional Use Permit (CUP) 97-007. The termination of the parking agreement triggered a modification to the Conditional Use Permit.

On December 14, 2021, the Planning Commission adopted Resolution 2021-025 PC approving Conditional Use Permit modification (CUP) 21-21 to address Christ Church's parking demand concerns, conditionally permitting the use accordingly.

On March 17, 2022, City Staff received an executed copy of the Termination of Parking Lot Use Agreement. Subsequent to this action, the new property owner/applicant, Jing Liu proceeded forward with her request to develop the site.

## **PROJECT ANALYSIS**

### **Proposed Site Improvements – Site Plan Review.**

Under Covina Municipal Code (CMC) 17.64, a Site Plan Review is required for new developments. The purpose of the site plan review process is to assist property owners in obtaining the best utilization of their property; to assure the highest quality of land planning, design and exterior appearance; to protect the public health, safety, welfare, and general interest; to reduce vehicular congestion and facilitate traffic flow by means of facility improvements, traffic mitigation measures, and to assure that the new development will strengthen and sustain the character, desirability and stability of the community.

1. Site Characteristics and Surrounding Land Uses. The project site is a 10,499 square-foot (0.24-acre) flat, rectangular lot currently developed as a parking lot, formally used as surplus parking for Christ Church (200 N. Second Street).

**Table 1: Site and Surrounding Land Uses**

	General Plan	Zoning	Existing Uses
Site	Covina Town Center Specific Plan (CTCSP)	CTCSP – Cultural Core District	Parking Lot
North	Covina Town Center Specific Plan (CTCSP)	CTCSP – Cultural Core District	Covina First Baptist & Kindergarten
South	Covina Town Center Specific Plan (CTCSP)	CTCSP – Mixed Use District	Catholic Resource Center Bookstore
East	Covina Town Center Specific Plan (CTCSP)	CTCSP – Mixed Use District	South of Joy Worship Center & Covina Church of the Nazarene
West	Covina Town Center Specific Plan (CTCSP)	CTCSP – Cultural Core District	Multi-family Residential

2. **Building Height and Design.** The overall building height proposed will be 27 feet (2 stories) in height. Unit 1 will be a 2-story stand-alone three-bedroom unit with an attached two-car garage. Units 2 and 3 will be 2-story attached three-bedroom units with a detached four-car garage. The proposed design will incorporate Contemporary-inspired architecture with stone veneer exterior finishes, Hardi-panel siding, and covered main entries.

As proposed, the project complies with all required development standards under the Covina Town Center Specific Plan:

**-Table 2 -  
Covina Town Center Specific Plan “Cultural Core” District  
Residential Development Standards**

Required		Proposed	Meets Requirements
<b>Height</b>			
<b>Building Height Max</b>	50 feet	27'-0" proposed	Yes
<b>Ground floor height</b>	10 feet	9 feet (finished floor to ceiling)	Yes
<b>Floor Area &amp; Density</b>			
<b>Max Floor Area Ratio</b>  <u><b>Parcel Size Calculation:</b></u> Lot Size divided by 1 Acre (43,560) = Max FAR	N/A	N/A	N/A
<b>Max Residential Density</b>  <b>Max Density Calculation:</b> Lot Size divided by 1 Acre (43,560); then multiply by max # of units allowed (density unit allowed) = # of units permitted	10-14 (Stand Alone Residential)  <u><b>Max Density Calculation:</b></u> $10,499 / 43,560 = 0.24$ $0.24 \times 14 = 3.3 \text{ Max.}$	3 Units	Yes
<b>Front</b>	Residential: Ground floor = 10 feet min	15'-0"	Yes
<b>Side, when (adjacent to non-residential use or Zoning District other than R-1)</b>	5'-0" minimum	10'-1"	Yes
<b>Side, when (adjacent to residential use) Site is adjacent to residential property)</b>	10 feet min	10'-1"	Yes
<b>Rear – Adjacent to alley</b>	5 feet min for building; and 3 feet min for parking	20'-0" (As measured from proposed detached 4-car garage)	Yes
<b>Front &amp; Rear Step-back</b>			

<b>Side &amp; Rear Step back</b>	First 2 stories = 10 feet min	N/A (Does not abut a R-1 Zone)	Yes
<b>Private</b>	125 sf per unit  <u>Calculation:</u> 125 sf x 3 Units = <b>375 sf</b> <b>(Required)</b>	1,972 sf of private open space proposed	Yes
<b>Parking</b>			
<b>3 bedroom = 2 spaces per unit</b>  <b>Guest parking = Not applicable. (Less than 5 units)</b>	Calculation (3BR): 3 units x 2 spaces = <b>6 spaces required</b>  <b><u>Total required covered parking spaces = 6 spaces.</u></b>	Proposing 6 covered spaces	Yes

3. **Parking and Access** Pursuant to CMC Chapter 17.72.010 Parking and Circulation, the proposed residential development requires a total of 6 on-site parking spaces. As described in “Table 2”, the applicant is proposing 6 parking spaces. Vehicular ingress/egress and internal circulation from the project site is proposed at the rear of the property accessible from an existing east-west alley access from First Street and Second Street to the detached enclosed garage. Landscaping shall be provided along the property perimeter, consisting of trees, shrubs, ground cover, flowering plants, etc., to create a visually and aesthetically pleasing project. Decorative paving material such as brick, exposed aggregate, stamped concrete and pavers shall be incorporated into the pedestrian walkways.

#### **Findings for Site Plan Review (CMC Section 17.64.070)**

In order to approve the Site Plan Review (SPR) application, the Planning Commission must make the findings as listed below:

##### **1. All provisions of Title 17 of the Covina Municipal Code are complied with.**

**Facts:** The proposed development meets the setback requirements, the parking and loading, and open space requirements as described within the “Project Analysis” portion of the report and, as analyzed and illustrated on the project plans attached as **“Exhibit 3”**. The proposed 27 foot, 2-story residential structures comply with the maximum allowable height, under the Covina Town Center Specific Plan, Table 4-1: Building Form Development Standards for a Residential Project (Page 4-29). The development of a residential project will increase the number of housing units and residents in the downtown area, stimulating development on vacant infill and under-utilized properties, and improve public infrastructure, facilities, and services to support new development as stated under the Town Center Specific Plan. ***Therefore, this criterion has been met.***

2. **The design elements are so arranged that traffic congestion is avoided, pedestrian and vehicular safety and welfare are protected, and there will be no adverse effect to surrounding properties: buildings, structures and improvements; vehicular ingress,**

**egress and internal circulation; setbacks; building height; location of service; walls; and landscaping.**

**Facts:** As described within the ‘Project Analysis’ and illustrated on attached architectural plans dated November 15, 2022 (*Exhibit 3*), the proposed project complies with all required development standards (i.e. setbacks; building height; location of service; walls; and landscaping) for a residential project, and is comparable with other nearby uses within the Covina Town Center Specific Plan Overlay. The Project Site is underutilized and within an established area characterized by both commercial and residential uses. The Project will provide 6 on-site covered parking spaces for the 3 residential units, vehicular ingress/egress and internal circulation from the project site is proposed at the rear of the building structure accessible from an existing east-west alley access from First Street and Second Street to the proposed residential detached four-car garage. Landscaping will be provided along the property perimeter, consisting of trees, shrubs, ground cover, and flowering plants to create a visually and aesthetically pleasing project. Decorative paving material such as brick, exposed aggregate, stamped concrete and pavers shall be incorporated into the pedestrian walkways. The proposed site improvements will provide adequate ingress and egress to the subject site and improve path of travel, facilitating adequate vehicle maneuvering on site. The site is located within an established area characterized by commercial and residential uses that conform well to surrounding neighborhood infrastructure and support services with access to major streets and freeway system. *Therefore, as proposed, this criterion has been met.*

3. **The project design conforms to the Covina General Plan, the design guidelines, transportation demand management regulations, and any specific plans or guidelines applicable to the project.**

**Facts:** The Covina General Plan, Design Guidelines, Town Center Specific Plan and other associated regulations listed above, contain design –related policies to ensure the city recognize the need to reuse and revitalize the downtown area by maintaining and continuing to accommodate new housing and mixed-use development. The proposed development conforms to the Covina Design Guidelines and the transportation demand management regulations in the following ways: the building design is compatible with existing development in terms of character, style, materials, form, and mass; the building design is 2 stories in height (27 feet) with enclosed residential parking. Contemporary style design incorporates features that compliment near-by residential uses; the development of the site reflects a sense of balance and proportion in both exterior form and placement of internal elements such as main entry points/access to the building, and open/community areas. The Project, with its design, improvements and conditions of approval, is consistent with transportation demand management regulations, as analyzed and illustrated on the project plans attached as “*Exhibit 3.*” *Therefore, as proposed, this criterion has been met.*

4. **The project design is harmonious, consistent and complete within itself and functionally and visually compatible with neighboring structures and the area in which it is located;**

**Facts:** The subject site is currently a vacant parking lot with vegetation. The subject site is surrounded by commercial and near-by residential development. The City or the adopted Design Guidelines for the Town Center Specific Plan encourages a wide-variety of architectural styles, height, and façade materials. Along College Street, materials used are comprised of brickwork, accent colors and/or architectural features (i.e. cornice molding,



canopies, awnings, balconies) and earth-toned/grey stucco finishes. The proposed exterior design will incorporate contemporary-inspired architecture with stone veneer exterior finishes, hardi-panel siding, and covered main entries with lush landscaping along the building perimeter. The proposed building height is within the minimum building height requirements, under the CTCSP, and within range to other nearby commercial and residential structures (from 2 to 3 stories) with an overall height of be 27 feet. The proposed development will harmoniously blend in and is visually compatible with the surrounding buildings in the Town Center Specific Plan Overlay. *Therefore, as proposed, this criterion has been met.*

**5. The development will constitute an adequate environment for the intended use by sustaining the desirability and stability of the neighborhood and community;**

**Facts:** The proposed residential development on a vacant and underutilized lot will sustain the desirability and stability of the neighborhood and community in that the new facility will contribute to the attractiveness of the site versus current condition of vacant lot with weeds. The development of a residential use will increase the number of housing units and residents in the downtown area, stimulating development on vacant infill and under-utilized properties, and improve public infrastructure, facilities, and services to support new development. *Therefore, as proposed, this criterion has been met.*

**6. Proposed lighting is so arranged as to reflect lighting away from adjoining properties;**

**Facts:** The proposed project will include exterior wall-mounted lighting that will be directed or illuminated away from neighboring properties. Accent lighting of buildings, trees, or other landscape features will accentuate those individual features with no spillover beyond the façade of the building or tree and be fully shielded and mounted as close as possible to the architectural feature of the building or tree being illuminated. A lighting plan will be submitted for review for compliance with the applicable safety, security, and design related provisions of the Zoning Code and Design Guidelines. *Therefore, as proposed, this criterion has been met.*

**7. Proposed signs will not by size, location, color or lighting, interfere with traffic or limit visibility;**

**Facts:** Any proposed signage is not a part of this review and approval. A separate sign permit application and related plans will be required showing compliance with the City of Covina's Sign Ordinance.

**8. Utility and street improvements pursuant to CMC Sections 17.64.120 and 17.64.130.**

**Facts:** All new utility service lines that are installed to serve the new building development shall be placed underground. Utility service lines include service for electricity, telephone communications, and cable television. The Applicant shall make all necessary arrangements with the serving utility company to provide underground services. The Applicant shall comply with any other utility and/or street improvements required by the Department of Public Works (Engineering, Traffic, and Environmental Services). *Therefore, as conditioned, this criterion has been met.*

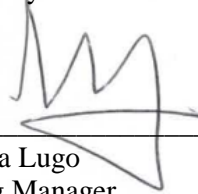
**ENVIRONMENTAL DETERMINATION**

Pursuant to an in accordance with the provisions of the California Environmental Quality Act (CEQA) Guidelines, the City has analyzed the proposed project and concluded that it will not have the potential for causing a significant effect on the environment. Therefore, it has been determined that the proposed project would be categorically exempt in accordance with Section 15332 (In-Fill Development Project) Class 32, consisting of projects characterized as in-fill development. The project is consistent with the Covina Town Center Specific Plan, because the proposed Project has been designed to be consistent with the CTCSP zoning designation of Residential Development Cultural Core District on a 0.24-acre site for a density of 3 du/acre, which is within the density allowed by the designation. The Project site does not contain, or is not adjacent to, any wildlife corridors. The Project site contains sparse ornamental vegetation that could provide habitat for nesting birds. The Project site is surrounded by roadways and developed areas. The proposed Project consists of an infill redevelopment project that would help to meet the housing demands from projected growth in the region, which has the potential to reduce GHG emissions from the reduction of vehicle miles travelled (VMT).

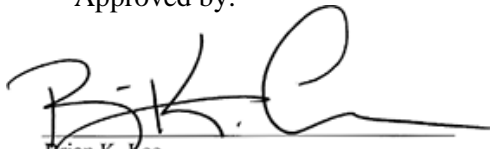
### **RECOMMENDATION**

Staff recommends that the Planning Commission adopt **Resolution No. 2023-002 PC**, approving Site Plan Review (SPR) 21-120, with the attached Conditions of Approval and, making a finding of exemption of the California Environmental Quality Act (CEQA) guidelines.

Prepared by:

  
\_\_\_\_\_  
Mercenia Lugo  
Planning Manager

Approved by:

  
\_\_\_\_\_  
Brian K. Lee  
Director of Community Development

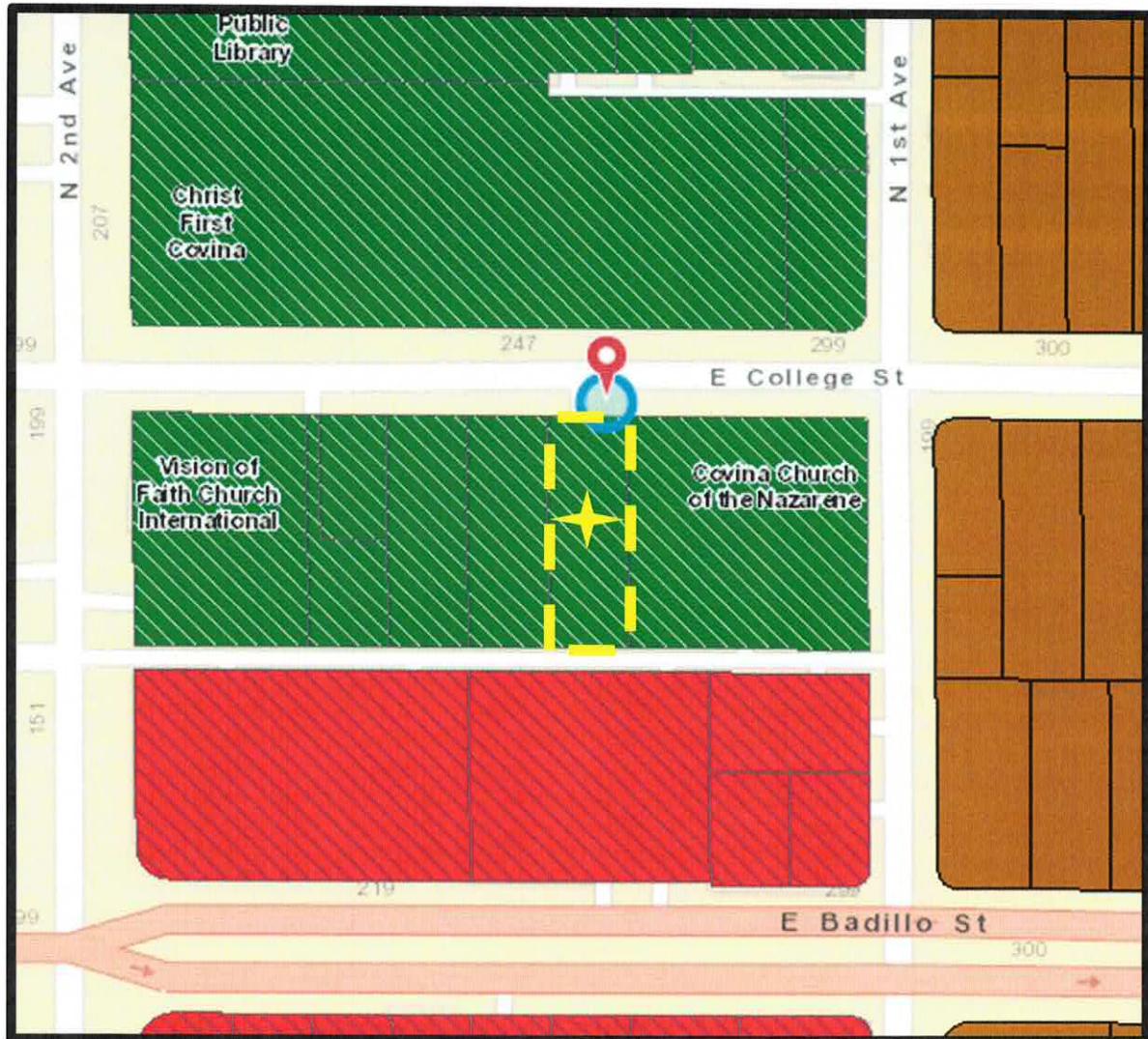
### **EXHIBITS**

1. Zoning/Aerial Map
2. City Application Materials
3. Project Plans
4. Resolution 2023-002 PC, w/conditions of approval

# EXHIBIT 1

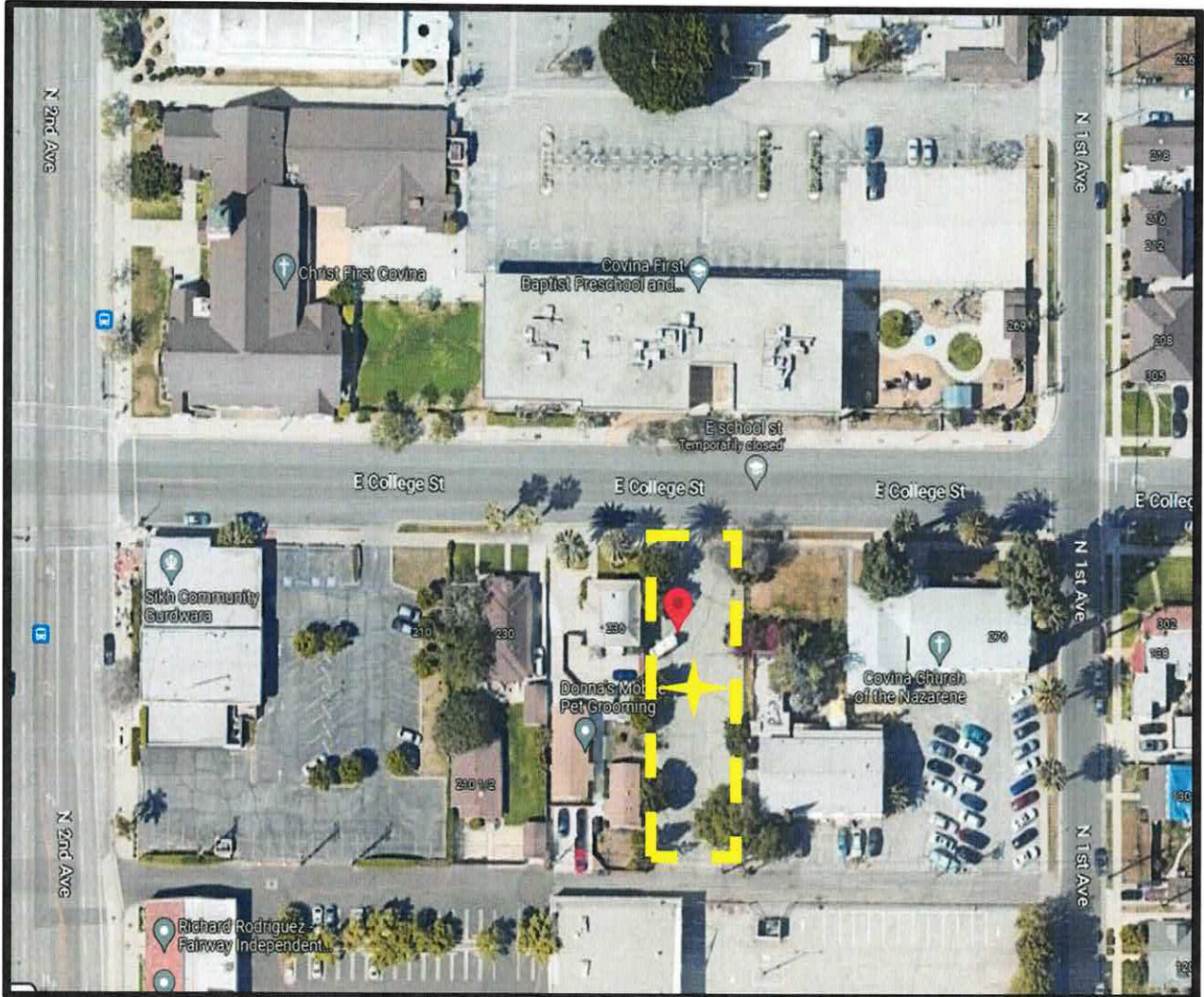
## Zoning Map/Aerial Map

**ZONING MAP**  
**244 E. COLLEGE STREET**  
**CTCSP – CULTURAL CORE DISTRICT**





**AERIAL VIEW  
244 E. COLLEGE STREET**





# EXHIBIT 2

## City Application Materials



# Standard Application Form – 1

## Community Development Department – Planning Division

125 East College Street • Covina, California 91723 • (626) 384-5450 / Fax: (626) 384-5479

### Applicant Information

Name of Proposed Project: <b>LIU APARTMENTS</b>		STAFF USE ONLY
Project Address: <b>244 E. COLLEGE STR.</b>		
Assessor's Parcel Number: <b>8445-008-003</b>		MUNIS NO: <b>SPR 21-60</b>
Phone: <b>(909) 682-4039</b>	E-Mail: <b>SHERRY@TITANINCUS</b>	FILE NO:
Applicant Name: <b>DRAFTING &amp; DESIGN .COM</b>		
Applicant Address: <b>158 W. ORANGE STR., COVINA</b>		<b>91723</b>
Property Owner Name: <b>JING LIU</b>		
Property Owner Address: <b>2817 MAJESTIC STR. WEST COVINA</b>		

### Project Type

Please check the type of project review requested. If you are applying for more than one review you may check all that apply.

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Conditional Use Permit              | <input type="checkbox"/> PCD Amendment   | <input type="checkbox"/> Tree Preservation Permit<br><input type="checkbox"/> Minor |
| <input type="checkbox"/> Development Agreement               | <input type="checkbox"/> Public Convenience or necessity (ABC)                           | <input type="checkbox"/> Vacation of Alley, Easement, Street                        |
| <input type="checkbox"/> General Plan Amendment              | <input type="checkbox"/> Site Plan Review-Major  | <input type="checkbox"/> Variance   |
| <input type="checkbox"/> Historic Structure Designation      | <input checked="" type="checkbox"/> Site Plan Review-Minor (Residential)                 | <input type="checkbox"/> Variance (Minor)   |
| <input type="checkbox"/> Lot Line Adjustment                 | <input type="checkbox"/> Site Plan Review-Minor (Non-Residential)                        | <input type="checkbox"/> Zoning Code Amendment/ Zone Change                         |
| <input type="checkbox"/> Pre-Application Review              | <input type="checkbox"/> Tentative Parcel Map<br><input type="checkbox"/> Time Extension | <input type="checkbox"/> _____<br>(Other)   |
| <input type="checkbox"/> Planned Community Development (PCD) | <input type="checkbox"/> Tentative Tract Map<br><input type="checkbox"/> Time Extension  | <input type="checkbox"/> _____<br>(Other)   |

### Project Description

Detailed Description of Proposed Project (Attach Additional Sheets if Necessary)

**CONSTRUCTION OF A NEW 3-UNIT APARTMENT**

### Owner Certification

I certify that I am presently the legal owner of the above described property. Further, I acknowledge the filing of this application and certify that all of the above information is true and correct. If applicant is different from the legal property owner, a property owner's authorization form must accompany this application.

Date: **6/15/2021** Signature: **Jing Liu**  
Print Name and Title: **Jing Liu**

### STAFF USE ONLY

Date Received: <b>6/21/21</b>	Received by: <b>[Signature]</b>	Fees: <b>\$5417.00</b>	Receipt No: <b>PAID</b>
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(E. Submitter)



# HOUSING DIVISION SUPPLEMENTAL CHECKLIST

Community Development Department, Planning Division

125 East College Street • Covina, California 91723 • (626) 384-5450 / Fax: (626) 384-5479

## HOUSING DIVISION – SUPPLEMENTAL FORM

- ☐ 1. Building Address: 236 E. COLLEGE STR.
- ☐ 2. Existing Square Footage of Building: 2,486 SQ. FT.
- ☐ 3. Is the structure/building being demolished? ☒ Yes ☐ No
- If yes, what is the square footage of demolition proposed? 2,486 SQ. FT.
- How many housing units are being demolished? 3
- ☐ 4. What type of use is being demolished? i.e. Residential (include number of units), Commercial, Office, Industrial. RESIDENTIAL
- ☐ 5. What is the square footage of commercial/industrial/office use proposed? Please specify what type (Commercial, Industrial, or Office). N/A
- ☐ 6. What is the total number of housing units proposed at the project site? 3
- ☐ 7. Will this project require a Tentative Tract Map (TTM) or Tentative Parcel Map (TPM)? ☐ Yes ☒ No
- If so, how many subdivisions? \_\_\_\_\_





## Standard Application – 2

### Property Owner's Authorization Form

Community Development Department – Planning Division

125 East College Street • Covina, California 91723 • (626) 384-5450 / Fax: (626) 384-5479

List the name(s) and address(es) of all property owner(s).

1. Owner Name: Jing Liu  
 Complete Address: 2817 Majestic St, West Covina, CA 91791  
 Email: sherry@titanincus.com Phone: 909 682 4039
2. Owner Name: \_\_\_\_\_  
 Complete Address: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_
3. Owner Name: \_\_\_\_\_  
 Complete Address: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

#### Certification Statement

This letter shall serve to notify you and certify that I/we am/are the legal owner(s) of the property described in the attached application and do hereby authorize:

Applicant's Name: STEVE EIDE / DRAFTING & DESIGN Phone: (626) 915-2303  
 Applicant's Complete Address: 158 W. ORANGE ST. COVINA 91723 Email: DRAFT\_DESIGN@EARTHLINK.NET

To file and present my/our interest for the referenced application(s): SITE PLAN REVIEW 3-UNIT

Name (printed): Jing Liu  
 Title: OWNER Date: 6/15/2021

Signature: Jing Liu  
DocuSigned by: 33E404303029408...



# Standard Application – 3 Project Description Form

Community Development Department – Planning Division

125 East College Street • Covina, California 91723 • (626) 384-5450 / Fax: (626) 384-5479

The following information must be completed and submitted with new applications: (Print or type all information entered)

## A. General Information

Project Address or Assessor's Parcel Number: 8445-008-003

Site Area: 10,499 Building Area: 4,316 Building Height: 27' No. of Floors: 2

Total anticipated number of employees: N/A Max shift: \_\_\_\_\_ Hours of operation: \_\_\_\_\_

Does the business involve the sale of any food or beverages? ☐ No ☐ Yes

Will the project be built in phases? ☐ No ☐ Yes If YES, a phasing plan is required to be submitted.

Will any permits be required from agencies other than the City (including a Hazardous Materials Business Plan)?

☒ No ☐ Yes If yes, list: \_\_\_\_\_

Will the project use, store, or dispose of potentially hazardous chemicals, materials, toxic substances, flammables or explosives? ☒ No ☐ Yes If yes, describe: \_\_\_\_\_

If any of the above answers are YES, please describe in detail on a separate sheet.

## B. Existing Land Uses of the Subject and Surrounding Properties

Subject property: RESIDENTIAL, Parking lot

North: CHURCH

East: PARKING LOT Residential

South: COMMERCIAL

West: RESIDENTIAL

## C. Physical Site

Will the project modify existing natural features? ☒ No ☐ Yes If YES, please describe in detail on a separate sheet?

Estimated cubic yards of grading involved in the project: ☐ None ☐ Cut = \_\_\_\_\_ Fill = \_\_\_\_\_

What is the maximum height and grade of constructed slopes? \_\_\_\_\_

## D. Archaeological/Historical

Is the project located in an area of archaeological or historical sensitivity as identified in the Covina General Plan?

☒ No ☐ Yes If YES, please describe in detail on a separate sheet.

## E. Flora and Fauna

Describe the types of vegetation and trees in the project area: TYPICAL PLANTS AND TREES FOR COVINA

Number of Oak trees on the site: 0 Number of Oak trees to be removed: \_\_\_\_\_ a Tree Permit application must be obtained

Describe the types of wildlife found in the project area: DOMESTIC PETS AND TYPICAL NATIVE BIRDS



**F. Noise**

Will the project increase noise levels within the project area of surrounding neighborhood?

☒ No ☐ Yes If YES, please describe in detail on a separate sheet

Will the project increase the amount of light, vibration, dust, ash, smoke, or odors during construction or after development? ☒ No ☐ Yes If YES, please describe in detail on a separate sheet.

**G. List of Attached Environmental Reports**

N/A

Contact person for environmental: \_\_\_\_\_ Phone: \_\_\_\_\_

Environmental firm: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**H. Certifications**

Government Code Section 65962.5 requires the Planning Division to make available to applicants the most current list of "Identified Hazardous Waste Sites" from the State Office of Planning and Research. The list is available on the web at <http://www.dtsc.ca.gov/> under Mandated Web Site Postings.

All applicants must complete and sign the following statement in order for the Planning Division to deem the application complete.

"I, Steve Eide, certify that I have reviewed the list of "Identified Hazardous Waste Sites" from the Office of Planning and Research and have determined that the site that is the subject of this application is not on said list."

I hereby certify that to the best of my ability, the statements furnished above and the exhibits submitted with this application present the data and information required for this initial evaluation and that the facts, statements, and information presented are true and correct to the best of my knowledge. Furthermore, I understand that failure to provide the plans and information required may result in this application not being accepted as complete for planning and processing.

Name (printed): STEVE EIDE Date: 6-18-21

Signature: Steve Eide

Representative for: JING LIU

Title: OWNER



## Standard Application Project Contact List

Community Development Department – Planning Division

125 East College Street • Covina, California 91723 • (626) 384-5450 / Fax: (626) 384-5479

The following information must be completed and submitted with new applications: (Print or type all information entered)

<b>Project Location:</b> 236 E. COLLEGE STR		<b>STAFF USE ONLY</b> <b>FILE NO.:</b>  <b>MUNIS:</b>  <b>RELATED FILES:</b>
<b>Applicant:</b> DRAFTING & DESIGN, LTD		
<b>Primary Contact Person:</b> STEVE EIDE		
<b>Address:</b> 158 W. ORANGE STR., COVINA 91723		
<b>Phone:</b> (626) 915-2303	<b>Fax:</b> N/A	<b>E-mail Address:</b> DRAFT_DESIGN@EARTHLINK.NET
<b>Secondary Contact Person:</b> (Please Specify Name, Company, Title)		
<b>Address:</b>		
<b>Phone:</b>	<b>Fax:</b>	<b>E-mail Address:</b>
<b>Legal Property Owner:</b> JING LIU		
<b>Address:</b> 2817 MAJESTIC STR., WEST COVINA 91791		
<b>Phone:</b> (909) 682-4039	<b>Fax:</b> N/A	<b>E-mail Address:</b> SHERRY@TITANINCUS
<b>Architect:</b> DESIGNER DRAFTING & DESIGN		<b>Contact Person:</b> STEVE EIDE COM
<b>Address:</b> 158 W. ORANGE STR., COVINA 91723		
<b>Phone:</b> (626) 915-2303	<b>Fax:</b> N/A	<b>E-mail Address:</b> DRAFT_DESIGN@EARTHLINK.NET
<b>Engineer</b>		<b>Contact Person:</b> EARTHLINK.NET
<b>Address:</b>		
<b>Phone:</b>	<b>Fax:</b>	<b>E-mail Address:</b>
<b>Landscape Architect</b>		<b>Contact Person:</b>
<b>Address:</b>		
<b>Phone:</b>	<b>Fax:</b>	<b>E-mail Address:</b>



CITY OF COVINA  
ENVIRONMENTAL INFORMATION FORM  
(TO BE COMPLETED BY APPLICANT)

Date Filed \_\_\_\_\_ FILE NO. \_\_\_\_\_

**General Information**

1. Name and address of developer or project sponsor JING LIU, 2817 MAJESTIC STR., WEST COVINA 91791
2. Address of project 236 E. COLLEGE STR., COVINA 91723  
Assessor's Block and Lot Number 8445 - 008 - 003
3. Name, address and telephone number of person to be contacted concerning this project DRAFTING & DESIGN, 158 W. ORANGE STR., COVINA 91723
4. Indicate number of the permit application for the project to which this form pertains ONE
5. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies  
TYPICAL CITY DEPARTMENTS  
BUILDING, PLANNING, WATER, ENG., ETC.
6. Existing zoning district TCS-P-4
7. Proposed use of site (project for which this form is filed) RESIDENTIAL -  
MULTI-FAMILY 3-UNIT

**Project Description (Attach additional sheets if necessary)**

8. Site size 10,499 SQ. FT.
9. Square footage 4,316 SQ. FT.
10. Number of floors and construction 2
11. Amount of off-street parking provided 60
12. Attach plans.
13. Proposed scheduling SINGLE PHASE 2022
14. List associated projects, if any N/A
15. Anticipated incremental development SINGLE PHASE
16. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected 3 - UNITS \$1,800.00 PER MONTH
17. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities N/A
18. If industrial, indicate type, estimated employment per shift, and loading facilities N/A
19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project N/A



20. If the project involves a variance, a conditional use or rezoning application, state this and indicate clearly why the application is required N/A

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

- |   | Yes                      | No                                  |
|---|--------------------------|-------------------------------------|
| 21. Changes in existing features of any bays, tidelands, beaches, or hills, or substantial alteration of ground contours. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Change in scenic views or vistas from existing residential areas or public lands or roads.                            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 23. Change in pattern, scale or character of general area of project.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 24. Significant amounts of solid waste or litter.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 25. Changes in dust, ash, smoke, fumes or odors in vicinity.  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 26. Changes in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 27. Substantial change in existing noise or vibration levels in the vicinity.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 28. Site on filled land or on slope of 10 percent or more.  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 29. Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.               | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 30. Substantial change in demand for municipal services (police, fire, water, sewage, etc.).                              | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 31. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.).                                 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 32. Relationship to a larger project or series of projects.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

#### Environmental Setting

33. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be accepted.
34. Describe the surrounding properties, including information on plant – and animals and any cultural, historical, or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and the scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

#### Certification

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief

Date 6-18-21

Signature SL

For JING LIU

# EXHIBIT 3

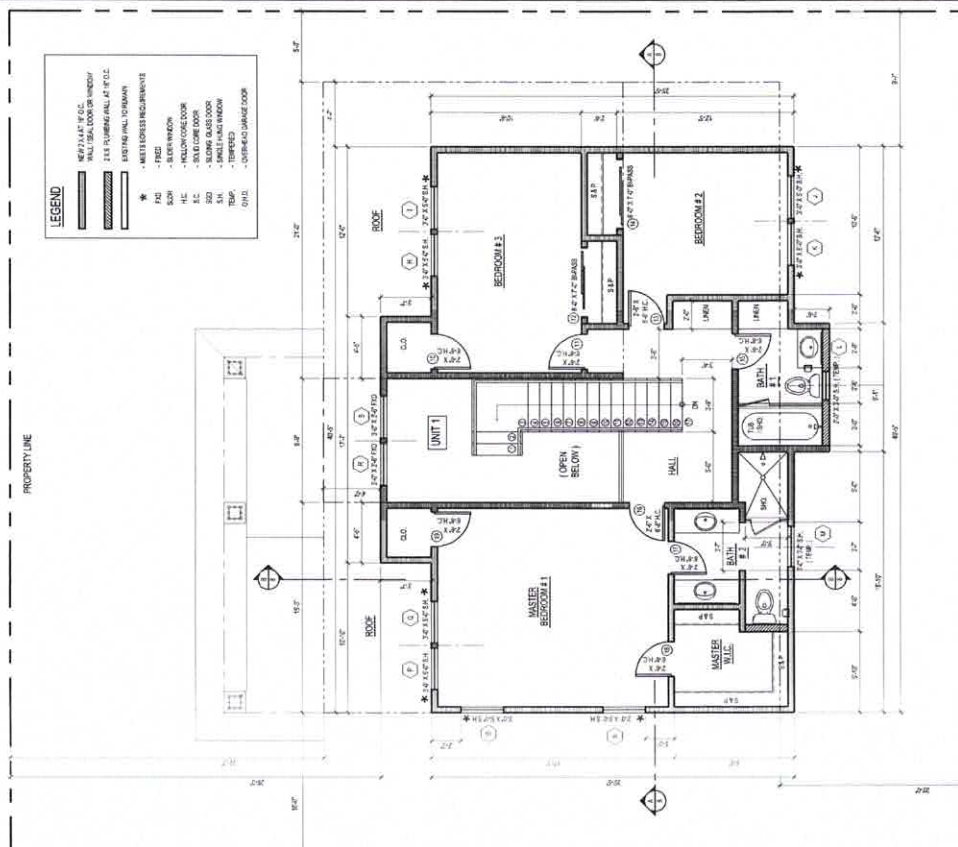
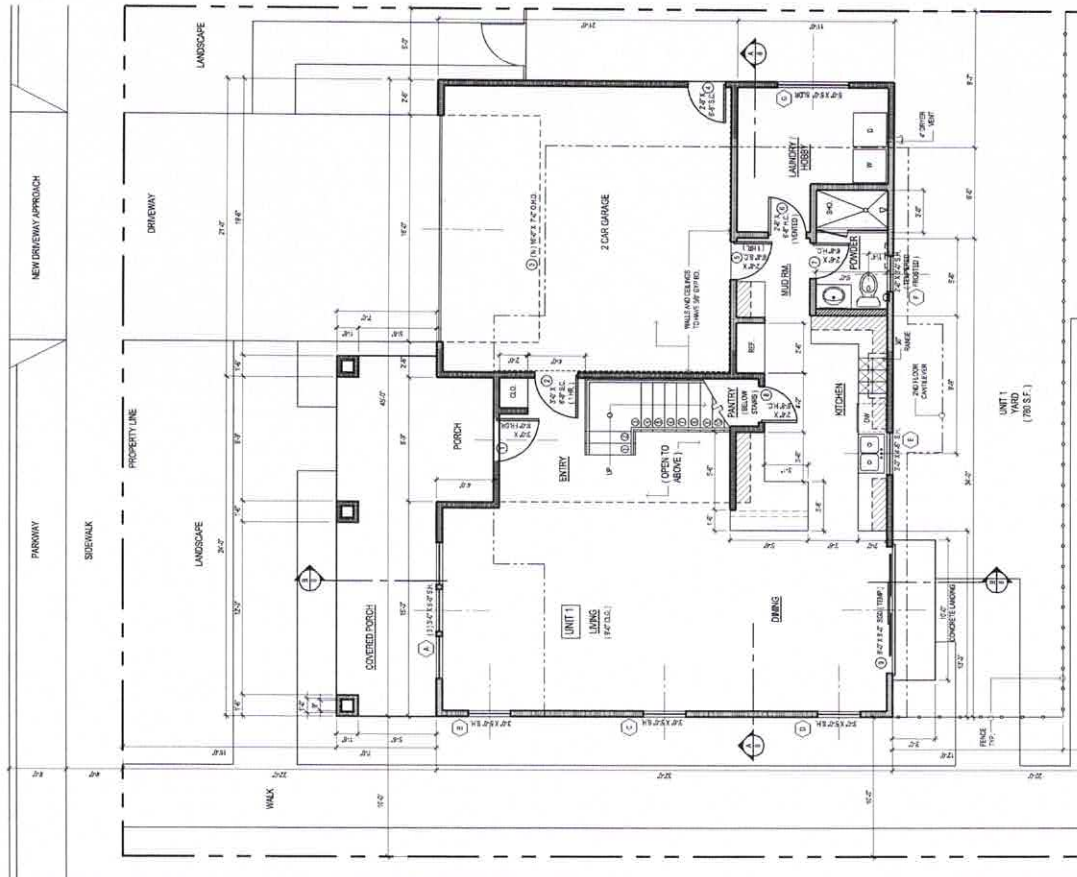
## Project Plans



PROJECT DATA :	
SCOPE OF WORK :	THE PROJECT CONSISTS OF 3 UNIT APARTMENT WITH (3) 2 CAR GARAGES
JOB ADDRESS :	246 E. COLLEGE STREET COVINA, CA 91723-2108
LOT SIZE :	10,499 S.F. +/-
ZONING :	TCSB-4
OCCUPANCY GROUP :	R-3.1.U
TYPE OF CONSTRUCTION :	(V) B
ASSESSOR PARCEL NUMBER :	8445-008-003
LEGAL DESCRIPTION :	COVINA LOT 4 BLK 8
CURRENT CODES	
THIS PROJECT SHALL CONFORM TO THE FOLLOWING GOVERNING CODES / CURRENT EDITIONS:	
2019 CALIFORNIA BUILDING CODE	
2019 CALIFORNIA RESIDENTIAL CODE	
2019 CALIFORNIA ADMINISTRATIVE CODE	
2019 CALIFORNIA MECHANICAL CODE	
2019 CALIFORNIA ELECTRICAL CODE	
2019 CALIFORNIA ENERGY CODE	
2019 LA COUNTY FIRE CODE	
2019 CALIFORNIA GREEN BUILDING STANDARDS CODE	
2019 CALIFORNIA ENERGY EFFICIENCY CODE	
2019 CALIFORNIA FIRE CODE	
CITY OF COVINA MUNICIPAL CODE	
SHEET INDEX	
SHT. 1	SITE PLAN
SHT. 2	UNIT 1 FIRST FLOOR PLAN
SHT. 3	UNIT 2 & 3 GARAGE FLOOR PLAN
SHT. 4	UNIT 2 & 3 DOOR AND WINDOW SCHEDULES
SHT. 5	UNIT 2 & 3 FIRST FLOOR PLAN
SHT. 6	UNIT 2 & 3 SECOND FLOOR PLAN
SHT. 7	UNIT 1 ELEVATIONS
SHT. 8	UNIT 1 ROOF PLAN
SHT. 9	UNIT 2 & 3 ELEVATIONS
SHT. 10	UNIT 2 & 3 ROOF PLAN
SHT. 11	UNIT 2 & 3 GARAGE ELEVATIONS
SHT. 12	UNIT 2 & 3 GARAGE ROOF PLAN
SHT. 13	UNIT 1 SECTIONS
SHT. 14	UNIT 2 & 3 SECTIONS
SHT. 15	UNIT 1 FIRST FLOOR UTILITY PLAN
SHT. 16	UNIT 2 & 3 GARAGE FLOOR UTILITY PLAN
SHT. 17	LANDSCAPE IRRIGATION PLAN
SHT. 18	LANDSCAPE IRRIGATION NOTES
SHT. 19	LANDSCAPE IRRIGATION DETAILS
SHT. 20	LANDSCAPE PLANTING PLAN
SHT. 21	LANDSCAPE PLANTING DETAILS AND NOTES
SHT. 22	LANDSCAPE IRRIGATION SPECIFICATIONS
SHT. 23	LANDSCAPE SPECIFICATIONS
SHT. 24	LANDSCAPE LIGHTING PLAN

UNIT 1 & 2 STORY	
FIRST FLOOR PLAN	964 S.F. : 2,024 S.F. TOTAL
COVERED PORCH	1,080 S.F.
GARAGE	203 S.F.
YARD SPACE	441 S.F.
UNIT 2 & 3 STORY	
FIRST FLOOR PLAN	945 S.F. : 1,835 S.F. TOTAL
COVERED PORCH	1,022 S.F.
GARAGE	233 S.F.
YARD SPACE	438 S.F.
UNIT 3 STORY	
FIRST FLOOR PLAN	945 S.F. : 1,835 S.F. TOTAL
COVERED PORCH	1,022 S.F.
GARAGE	233 S.F.
YARD SPACE	438 S.F.
LOT COVERAGE	4,484 S.F. / 10,499 S.F. = 42.70 %
CONSTRUCTION SITE CONDITIONS & RESPONSIBILITIES:	
1. THE CONTRACTOR SHALL VERIFY ALL CONDITIONS AND INFORMATION AT THE SITE BEFORE PROCEEDING WITH ANY WORK.	
2. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL EXISTING UTILITIES AND SERVICES AT ALL TIMES.	
3. ALL UTILITIES AND SERVICES SHALL BE MAINTAINED AND PROTECTED AT ALL TIMES.	
4. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL EXISTING UTILITIES AND SERVICES AT ALL TIMES.	
5. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL EXISTING UTILITIES AND SERVICES AT ALL TIMES.	
NOTES:	
1. THE CONTRACTOR SHALL VERIFY ALL CONDITIONS AND INFORMATION AT THE SITE BEFORE PROCEEDING WITH ANY WORK.	
2. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL EXISTING UTILITIES AND SERVICES AT ALL TIMES.	
3. ALL UTILITIES AND SERVICES SHALL BE MAINTAINED AND PROTECTED AT ALL TIMES.	
4. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL EXISTING UTILITIES AND SERVICES AT ALL TIMES.	
5. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL EXISTING UTILITIES AND SERVICES AT ALL TIMES.	

SITE PLAN	
SCALE:	1" = 10'-0"
VICINITY MAP	
THE SITE	
8445-008-003	
8445-008-014	
8445-008-004	
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UNIT 1 FIRST FLOOR PLAN

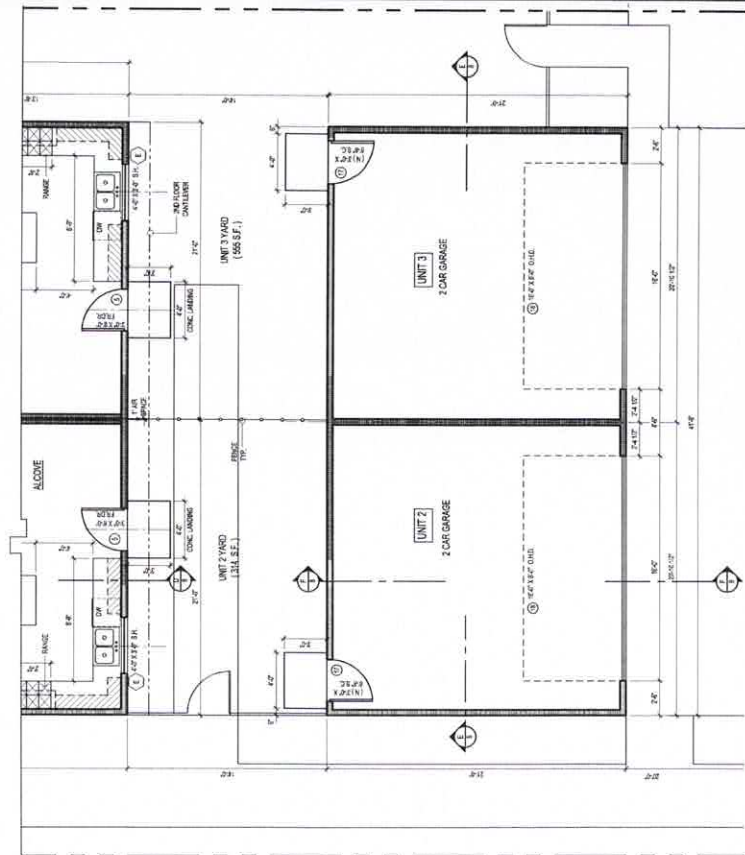
UNIT 1 SECOND FLOOR PLAN



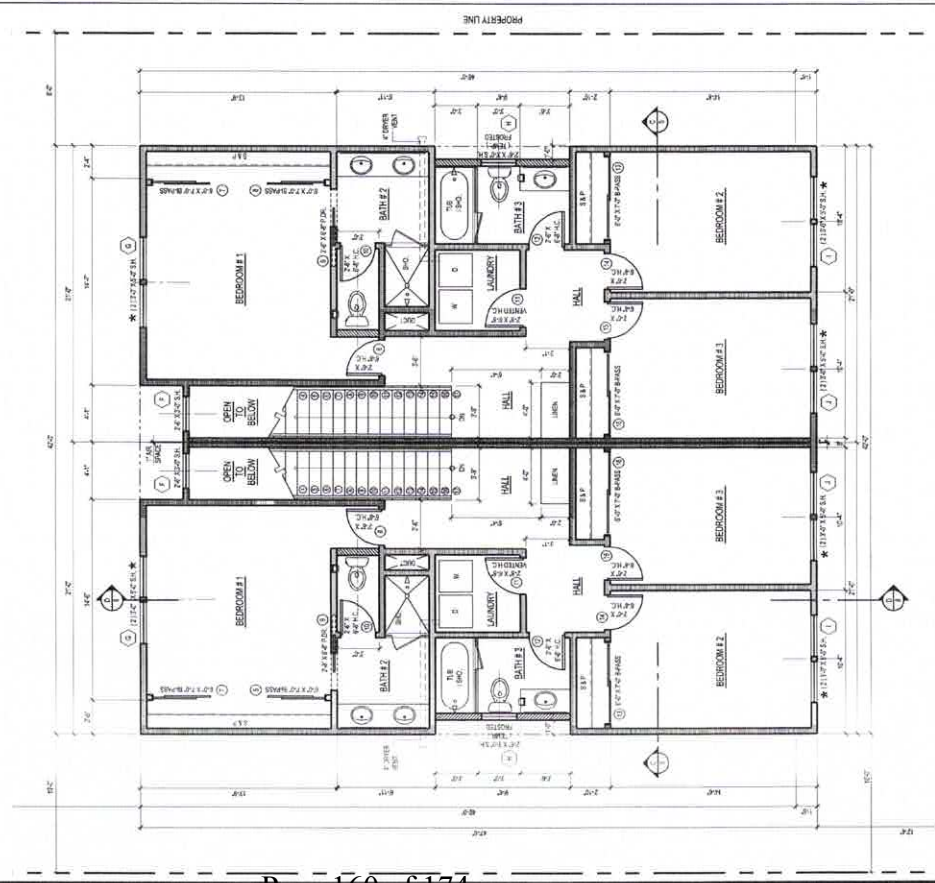
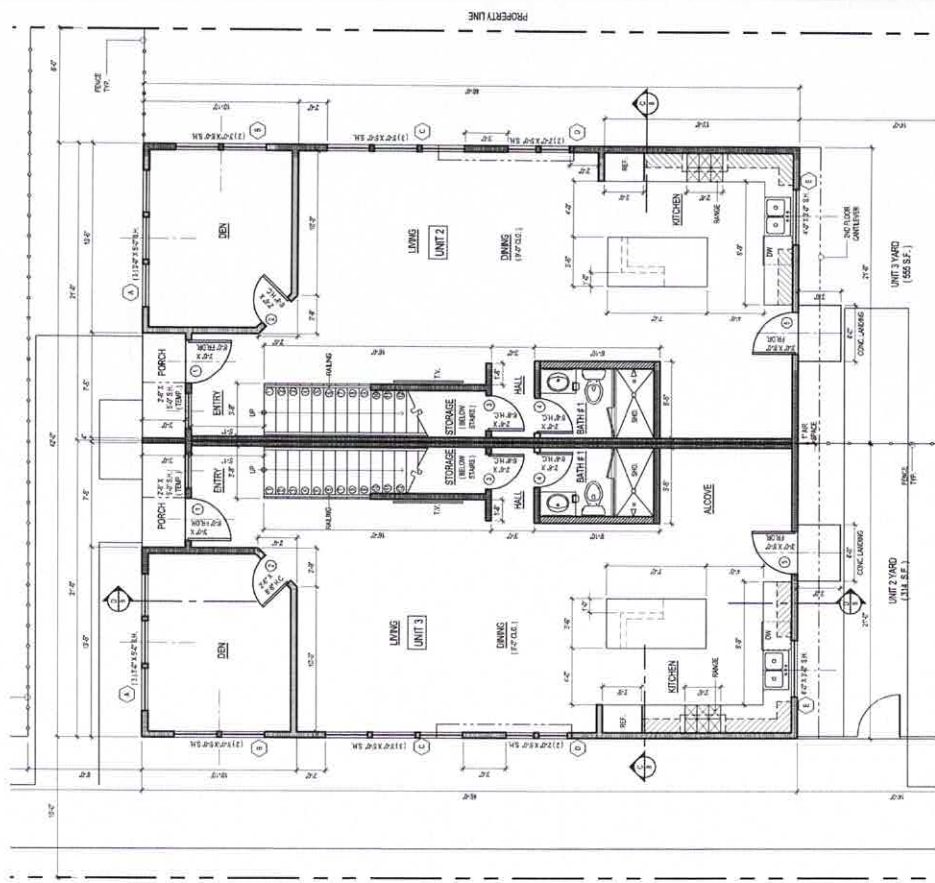
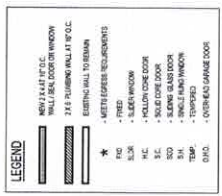
DOOR SCHEDULE (UNIT1)						
TAG	DTE	TYPE	MATERIAL	LOCATION/REMARKS	U/FACET	5062
1	2.1.1.4.1	W.C.	W.C.	BATH ROOM	0.00	0.00
2	2.1.1.4.2	W.C.	W.C.	W.C. ROOM	0.00	0.00
3	1.3.1.3.3	W.C.	W.C.	W.C. ROOM	0.00	0.00
4	1.3.1.3.4	W.C.	W.C.	W.C. ROOM	0.00	0.00
5	1.3.1.3.5	W.C.	W.C.	W.C. ROOM	0.00	0.00
6	1.3.1.3.6	W.C.	W.C.	W.C. ROOM	0.00	0.00
7	1.3.1.3.7	W.C.	W.C.	W.C. ROOM	0.00	0.00
8	1.3.1.3.8	W.C.	W.C.	W.C. ROOM	0.00	0.00
9	1.3.1.3.9	W.C.	W.C.	W.C. ROOM	0.00	0.00
10	1.3.1.3.10	W.C.	W.C.	W.C. ROOM	0.00	0.00
11	1.3.1.3.11	W.C.	W.C.	W.C. ROOM	0.00	0.00
12	1.3.1.3.12	W.C.	W.C.	W.C. ROOM	0.00	0.00
13	1.3.1.3.13	W.C.	W.C.	W.C. ROOM	0.00	0.00
14	1.3.1.3.14	W.C.	W.C.	W.C. ROOM	0.00	0.00
15	1.3.1.3.15	W.C.	W.C.	W.C. ROOM	0.00	0.00
16	1.3.1.3.16	W.C.	W.C.	W.C. ROOM	0.00	0.00
17	1.3.1.3.17	W.C.	W.C.	W.C. ROOM	0.00	0.00
18	1.3.1.3.18	W.C.	W.C.	W.C. ROOM	0.00	0.00
19	1.3.1.3.19	W.C.	W.C.	W.C. ROOM	0.00	0.00
20	1.3.1.3.20	W.C.	W.C.	W.C. ROOM	0.00	0.00
21	1.3.1.3.21	W.C.	W.C.	W.C. ROOM	0.00	0.00
22	1.3.1.3.22	W.C.	W.C.	W.C. ROOM	0.00	0.00
23	1.3.1.3.23	W.C.	W.C.	W.C. ROOM	0.00	0.00
24	1.3.1.3.24	W.C.	W.C.	W.C. ROOM	0.00	0.00
25	1.3.1.3.25	W.C.	W.C.	W.C. ROOM	0.00	0.00
26	1.3.1.3.26	W.C.	W.C.	W.C. ROOM	0.00	0.00
27	1.3.1.3.27	W.C.	W.C.	W.C. ROOM	0.00	0.00
28	1.3.1.3.28	W.C.	W.C.	W.C. ROOM	0.00	0.00
29	1.3.1.3.29	W.C.	W.C.	W.C. ROOM	0.00	0.00
30	1.3.1.3.30	W.C.	W.C.	W.C. ROOM	0.00	0.00
31	1.3.1.3.31	W.C.	W.C.	W.C. ROOM	0.00	0.00
32	1.3.1.3.32	W.C.	W.C.	W.C. ROOM	0.00	0.00
33	1.3.1.3.33	W.C.	W.C.	W.C. ROOM	0.00	0.00
34	1.3.1.3.34	W.C.	W.C.	W.C. ROOM	0.00	0.00
35	1.3.1.3.35	W.C.	W.C.	W.C. ROOM	0.00	0.00
36	1.3.1.3.36	W.C.	W.C.	W.C. ROOM	0.00	0.00
37	1.3.1.3.37	W.C.	W.C.	W.C. ROOM	0.00	0.00
38	1.3.1.3.38	W.C.	W.C.	W.C. ROOM	0.00	0.00
39	1.3.1.3.39	W.C.	W.C.	W.C. ROOM	0.00	0.00
40	1.3.1.3.40	W.C.	W.C.	W.C. ROOM	0.00	0.00
41	1.3.1.3.41	W.C.	W.C.	W.C. ROOM	0.00	0.00
42	1.3.1.3.42	W.C.	W.C.	W.C. ROOM	0.00	0.00
43	1.3.1.3.43	W.C.	W.C.	W.C. ROOM	0.00	0.00
44	1.3.1.3.44	W.C.	W.C.	W.C. ROOM	0.00	0.00
45	1.3.1.3.45	W.C.	W.C.	W.C. ROOM	0.00	0.00
46	1.3.1.3.46	W.C.	W.C.	W.C. ROOM	0.00	0.00
47	1.3.1.3.47	W.C.	W.C.	W.C. ROOM	0.00	0.00
48	1.3.1.3.48	W.C.	W.C.	W.C. ROOM	0.00	0.00
49	1.3.1.3.49	W.C.	W.C.	W.C. ROOM	0.00	0.00
50	1.3.1.3.50	W.C.	W.C.	W.C. ROOM	0.00	0.00
51	1.3.1.3.51	W.C.	W.C.	W.C. ROOM	0.00	0.00
52	1.3.1.3.52	W.C.	W.C.	W.C. ROOM	0.00	0.00
53	1.3.1.3.53	W.C.	W.C.	W.C. ROOM	0.00	0.00
54	1.3.1.3.54	W.C.	W.C.	W.C. ROOM	0.00	0.00
55	1.3.1.3.55	W.C.	W.C.	W.C. ROOM	0.00	0.00
56	1.3.1.3.56	W.C.	W.C.	W.C. ROOM	0.00	0.00
57	1.3.1.3.57	W.C.	W.C.	W.C. ROOM	0.00	0.00
58	1.3.1.3.58	W.C.	W.C.	W.C. ROOM	0.00	0.00
59	1.3.1.3.59	W.C.	W.C.	W.C. ROOM	0.00	0.00
60	1.3.1.3.60	W.C.	W.C.	W.C. ROOM	0.00	0.00
61	1.3.1.3.61	W.C.	W.C.	W.C. ROOM	0.00	0.00
62	1.3.1.3.62	W.C.	W.C.	W.C. ROOM	0.00	0.00
63	1.3.1.3.63	W.C.	W.C.	W.C. ROOM	0.00	0.00
64	1.3.1.3.64	W.C.	W.C.	W.C. ROOM	0.00	0.00
65	1.3.1.3.65	W.C.	W.C.	W.C. ROOM	0.00	0.00
66	1.3.1.3.66	W.C.	W.C.	W.C. ROOM	0.00	0.00
67	1.3.1.3.67	W.C.	W.C.	W.C. ROOM	0.00	0.00
68	1.3.1.3.68	W.C.	W.C.	W.C. ROOM	0.00	0.00
69	1.3.1.3.69	W.C.	W.C.	W.C. ROOM	0.00	0.00
70	1.3.1.3.70	W.C.	W.C.	W.C. ROOM	0.00	0.00
71	1.3.1.3.71	W.C.	W.C.	W.C. ROOM	0.00	0.00
72	1.3.1.3.72	W.C.	W.C.	W.C. ROOM	0.00	0.00
73	1.3.1.3.73	W.C.	W.C.	W.C. ROOM	0.00	0.00
74	1.3.1.3.74	W.C.	W.C.	W.C. ROOM	0.00	0.00
75	1.3.1.3.75	W.C.	W.C.	W.C. ROOM	0.00	0.00
76	1.3.1.3.76	W.C.	W.C.	W.C. ROOM	0.00	0.00
77	1.3.1.3.77	W.C.	W.C.	W.C. ROOM	0.00	0.00
78	1.3.1.3.78	W.C.	W.C.	W.C. ROOM	0.00	0.00
79	1.3.1.3.79	W.C.	W.C.	W.C. ROOM	0.00	0.00
80	1.3.1.3.80	W.C.	W.C.	W.C. ROOM	0.00	0.00
81	1.3.1.3.81	W.C.	W.C.	W.C. ROOM	0.00	0.00
82	1.3.1.3.82	W.C.	W.C.	W.C. ROOM	0.00	0.00
83	1.3.1.3.83	W.C.	W.C.	W.C. ROOM	0.00	0.00
84	1.3.1.3.84	W.C.	W.C.	W.C. ROOM	0.00	0.00
85	1.3.1.3.85	W.C.	W.C.	W.C. ROOM	0.00	0.00
86	1.3.1.3.86	W.C.	W.C.	W.C. ROOM	0.00	0.00
87	1.3.1.3.87	W.C.	W.C.	W.C. ROOM	0.00	0.00
88	1.3.1.3.88	W.C.	W.C.	W.C. ROOM	0.00	0.00
89	1.3.1.3.89	W.C.	W.C.	W.C. ROOM	0.00	0.00
90	1.3.1.3.90	W.C.	W.C.	W.C. ROOM	0.00	0.00
91	1.3.1.3.91	W.C.	W.C.	W.C. ROOM	0.00	0.00
92	1.3.1.3.92	W.C.	W.C.	W.C. ROOM	0.00	0.00
93	1.3.1.3.93	W.C.	W.C.	W.C. ROOM	0.00	0.00
94	1.3.1.3.94	W.C.	W.C.	W.C. ROOM	0.00	0.00
95	1.3.1.3.95	W.C.	W.C.	W.C. ROOM	0.00	0.00
96	1.3.1.3.96	W.C.	W.C.	W.C. ROOM	0.00	0.00
97	1.3.1.3.97	W.C.	W.C.	W.C. ROOM	0.00	0.00
98	1.3.1.3.98	W.C.	W.C.	W.C. ROOM	0.00	0.00
99	1.3.1.3.99	W.C.	W.C.	W.C. ROOM	0.00	0.00
100	1.3.1.3.100	W.C.	W.C.	W.C. ROOM	0.00	0.00
101	1.3.1.3.101	W.C.	W.C.	W.C. ROOM	0.00	0.00
102	1.3.1.3.102	W.C.	W.C.	W.C. ROOM	0.00	0.00
103	1.3.1.3.103	W.C.	W.C.	W.C. ROOM	0.00	0.00
104	1.3.1.3.104	W.C.	W.C.	W.C. ROOM	0.00	0.00
105	1.3.1.3.105	W.C.	W.C.	W.C. ROOM	0.00	0.00
106	1.3.1.3.106	W.C.	W.C.	W.C. ROOM	0.00	0.00
107	1.3.1.3.107	W.C.	W.C.	W.C. ROOM	0.00	0.00
108	1.3.1.3.108	W.C.	W.C.	W.C. ROOM	0.00	0.00
109	1.3.1.3.109	W.C.	W.C.	W.C. ROOM	0.00	0.00
110	1.3.1.3.110	W.C.	W.C.	W.C. ROOM	0.00	0.00
111	1.3.1.3.111	W.C.	W.C.	W.C. ROOM	0.00	0.00
112	1.3.1.3.112	W.C.	W.C.	W.C. ROOM	0.00	0.00
113	1.3.1.3.113	W.C.	W.C.	W.C. ROOM	0.00	0.00
114	1.3.1.3.114	W.C.	W.C.	W.C. ROOM	0.00	0.00
115	1.3.1.3.115	W.C.	W.C.	W.C. ROOM	0.00	0.00
116	1.3.1.3.116	W.C.	W.C.	W.C. ROOM	0.00	0.00
117	1.3.1.3.117	W.C.	W.C.	W.C. ROOM	0.00	0.00
118	1.3.1.3.118	W.C.	W.C.	W.C. ROOM	0.00	0.00
119	1.3.1.3.119	W.C.	W.C.	W.C. ROOM	0.00	0.00
120	1.3.1.3.120	W.C.	W.C.	W.C. ROOM	0.00	0.00
121	1.3.1.3.121	W.C.	W.C.	W.C. ROOM	0.00	0.00
122	1.3.1.3.122	W.C.	W.C.	W.C. ROOM	0.00	0.00
123	1.3.1.3.123	W.C.	W.C.	W.C. ROOM	0.00	0.00
124	1.3.1.3.124	W.C.	W.C.	W.C. ROOM	0.00	0.00
125	1.3.1.3.125	W.C.	W.C.	W.C. ROOM	0.00	0.00
126	1.3.1.3.126	W.C.	W.C.	W.C. ROOM	0.00	0.00
127	1.3.1.3.127	W.C.	W.C.	W.C. ROOM	0.00	0.00
128	1.3.1.3.128	W.C.	W.C.	W.C. ROOM	0.00	0.00
129	1.3.1.3.129	W.C.	W.C.	W.C. ROOM	0.00	0.00
130	1.3.1.3.130	W.C.	W.C.	W.C. ROOM	0.00	0.00
131	1.3.1.3.131	W.C.	W.C.	W.C. ROOM	0.00	0.00
132	1.3.1.3.132	W.C.	W.C.	W.C. ROOM	0.00	0.00
133	1.3.1.3.133	W.C.	W.C.	W.C. ROOM	0.00	0.00
134	1.3.1.3.134	W.C.	W.C.	W.C. ROOM	0.00	0.00
135	1.3.1.3.135	W.C.	W.C.	W.C. ROOM	0.00	0.00
136	1.3.1.3.136	W.C.	W.C.	W.C. ROOM	0.00	0.00
137	1.3.1.3.137	W.C.	W.C.	W.C. ROOM	0.00	0.00
138	1.3.1.3.138	W.C.	W.C.	W.C. ROOM	0.00	0.00
139	1.3.1.3.139	W.C.	W.C.	W.C. ROOM	0.00	0.00
140	1.3.1.3.140	W.C.	W.C.	W.C. ROOM	0.00	0.00
141	1.3.1.3.141	W.C.	W.C.	W.C. ROOM	0.00	0.00
142	1.3.1.3.142	W.C.	W.C.	W.C. ROOM	0.00	0.00
143	1.3.1.3.143	W.C.	W.C.	W.C. ROOM	0.00	0.00
144	1.3.1.3.144	W.C.	W.C.	W.C. ROOM	0.00	0.00
145	1.3.1.3.145	W.C.	W.C.	W.C. ROOM	0.00	0.00
146	1.3.1.3.146	W.C.	W.C.	W.C. ROOM	0.00	0.00
147	1.3.1.3.147	W.C.	W.C.	W.C. ROOM	0.00	0.00
148	1.3.1.3.148	W.C.	W.C.	W.C. ROOM	0.00	0.00
149	1.3.1.3.149	W.C.	W.C.	W.C. ROOM	0.00	0.00
150	1.3.1.3.150	W.C.	W.C.	W.C. ROOM	0.00	0.00
151	1.3.1.3.151	W.C.	W.C.	W.C. ROOM	0.00	0.00
152	1.3.1.3.152	W.C.	W.C.	W.C. ROOM	0.00	0.00
153	1.3.1.3.153	W.C.	W.C.	W.C. ROOM	0.00	0.00
154	1.3.1.3.154	W.C.	W.C.	W.C. ROOM	0.00	0.00
155	1.3.1.3.155	W.C.	W.C.	W.C. ROOM	0.00	0.00
156	1.3.1.3.156	W.C.	W.C.	W.C. ROOM	0.00	0.00
157	1.3.1.3.157	W.C.	W.C.	W.C. ROOM	0.00	0.00
158	1.3.1.3.158	W.C.	W.C.	W.C. ROOM	0.00	0.00
159	1.3.1.3.159	W.C.	W.C.	W.C. ROOM	0.00	0.00
160	1.3.1.3.160	W.C.	W.C.	W.C. ROOM	0.00	0.00
161	1.3.1.3.161	W.C.	W.C.	W.C. ROOM	0.00	0.00
162	1.3.1.3.162	W.C.	W.C.	W.C. ROOM	0.00	0.00
163	1.3.1.3.163	W.C.	W.C.	W.C. ROOM	0.00	0.00
164	1.3.1.3.164	W.C.	W.C.	W.C. ROOM	0.00	0.00
165	1.3.1.3.165	W.C.	W.C.	W.C. ROOM	0.00	0.00
166	1.3.1.3.166	W.C.	W.C.	W.C. ROOM	0.00	0.00
167	1.3.1.3.167	W.C.	W.C.	W.C. ROOM	0.00	0.00
168	1.3.1.3.168	W.C.	W.C.	W.C. ROOM	0.00	0.00
169	1.3.1.3.169	W.C.	W.C.	W.C. ROOM	0.00	0.00
170	1.3.1.3.170	W.C.	W.C.	W.C. ROOM	0.00	0.00
171	1.3.1.3.171	W.C.	W.C.	W.C. ROOM	0.00	0.00
172	1.3.1.3.172	W.C.	W.C.	W.C. ROOM	0.00	0.00
173	1.3.1.3.173	W.C.	W.C.	W.C. ROOM	0.00	0.00
174	1.3.1.3.174	W.C.	W.C.	W.C. ROOM	0.00	0.00
175	1.3.1.3.175	W.C.	W.C.	W.C. ROOM	0.00	0.00
176	1.3.1.3.176	W.C.	W.C.	W.C. ROOM	0.00	0.00
177	1.3.1.3.177	W.C.	W.C.	W.C. ROOM	0.00	0.00
178	1.3.1.3.178	W.C.	W.C.	W.C. ROOM	0.00	0.00
179	1.3.1.3.179	W.C.	W.C.	W.C. ROOM	0.00	0.00
180	1.3.1.3.180	W.C.	W.C.	W.C. ROOM	0.00	0.00
181	1.3.1.3.181	W.C.	W.C.	W.C. ROOM	0.00	0.00
182	1.3.1.3.182	W.C.	W			

DOOR SCHEDULE (UNIT-2)					
TAG	SIZE	TYPE	MATERIAL	LOCATION/REMARKS	U-FACTOR SWGC
01	3'0" X 1'0"	SLC	WGL	ENTR DOOR	0.00
02	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
03	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
04	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
05	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
06	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
07	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
08	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
09	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
10	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
11	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
12	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
13	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
14	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
15	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
16	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
17	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
18	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
19	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
20	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
21	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
22	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
23	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
24	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
25	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
26	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
27	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
28	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
29	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
30	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
31	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
32	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
33	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
34	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
35	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
36	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
37	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
38	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
39	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
40	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
41	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
42	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
43	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
44	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
45	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
46	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
47	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
48	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
49	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
50	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
51	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
52	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
53	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
54	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
55	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
56	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
57	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
58	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
59	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
60	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
61	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
62	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
63	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
64	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
65	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
66	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
67	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
68	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
69	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
70	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
71	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
72	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
73	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
74	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
75	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
76	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
77	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
78	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
79	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
80	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
81	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
82	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
83	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
84	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
85	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
86	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
87	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
88	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
89	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
90	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
91	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
92	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
93	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
94	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
95	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
96	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
97	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
98	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
99	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
100	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
101	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
102	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
103	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
104	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
105	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
106	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
107	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
108	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
109	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
110	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
111	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
112	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
113	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
114	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
115	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
116	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
117	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
118	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
119	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
120	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
121	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
122	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
123	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
124	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
125	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
126	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
127	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
128	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
129	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
130	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
131	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
132	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
133	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
134	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
135	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
136	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
137	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
138	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
139	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
140	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
141	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
142	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
143	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
144	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
145	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
146	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
147	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
148	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
149	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
150	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
151	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
152	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
153	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
154	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
155	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
156	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
157	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
158	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
159	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
160	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
161	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
162	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
163	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
164	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
165	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
166	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
167	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
168	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
169	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
170	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
171	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
172	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
173	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
174	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
175	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
176	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
177	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
178	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
179	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
180	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
181	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
182	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
183	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
184	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
185	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
186	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
187	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
188	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
189	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
190	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
191	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
192	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
193	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
194	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
195	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
196	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
197	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
198	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
199	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
200	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
201	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
202	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
203	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
204	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
205	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
206	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
207	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
208	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
209	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
210	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
211	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
212	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
213	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00
214	2'0" X 1'0"	SLC	WGL	PULLIN DOOR	0.00

WINDOW SCHEDULE (UNIT: 1)							★ UNIT QUANTITY ★ UNIT PRICE
TAG	SIZE	TYPE	MATERIAL	LOCATION/REMARKS	UFACTOR	SQSG	
1	1.5x2.0 (1.5'x2.0')	3.4	100% 	AT 1/F-606A	0.00	0.00	
2	2.0'x1.0'	3.4		AT 1/F-606A			
3	2.0'x1.5'	3.4		AT 2/F-606A			
4	2.0'x1.5'	3.4		AT 2/F-606A			
5	2.0'x1.5'	3.4		AT 2/F-606A			
6	2.0'x1.5'	3.4		AT 2/F-606A			
7	2.0'x1.5'	3.4		AT 2/F-606A			
8	2.0'x1.5'	3.4		AT 2/F-606A			
9	2.0'x1.5'	3.4		AT 2/F-606A			
10	2.0'x1.5'	3.4		AT 2/F-606A			
11	2.0'x1.5'	3.4		AT 2/F-606A			
12	2.0'x1.5'	3.4		AT 2/F-606A			
13	2.0'x1.5'	3.4		AT 2/F-606A			
14	2.0'x1.5'	3.4		AT 2/F-606A			
15	2.0'x1.5'	3.4		AT 2/F-606A			
16	2.0'x1.5'	3.4		AT 2/F-606A			
17	2.0'x1.5'	3.4		AT 2/F-606A			
18	2.0'x1.5'	3.4		AT 2/F-606A			
19	2.0'x1.5'	3.4		AT 2/F-606A			
20	2.0'x1.5'	3.4		AT 2/F-606A			
21	2.0'x1.5'	3.4		AT 2/F-606A			
22	2.0'x1.5'	3.4		AT 2/F-606A			
23	2.0'x1.5'	3.4		AT 2/F-606A			
24	2.0'x1.5'	3.4		AT 2/F-606A			
25	2.0'x1.5'	3.4		AT 2/F-606A			
26	2.0'x1.5'	3.4		AT 2/F-606A			
27	2.0'x1.5'	3.4		AT 2/F-606A			
28	2.0'x1.5'	3.4		AT 2/F-606A			
29	2.0'x1.5'	3.4		AT 2/F-606A			
30	2.0'x1.5'	3.4		AT 2/F-606A			
31	2.0'x1.5'	3.4		AT 2/F-606A			
32	2.0'x1.5'	3.4		AT 2/F-606A			
33	2.0'x1.5'	3.4		AT 2/F-606A			
34	2.0'x1.5'	3.4		AT 2/F-606A			
35	2.0'x1.5'	3.4		AT 2/F-606A			
36	2.0'x1.5'	3.4		AT 2/F-606A			
37	2.0'x1.5'	3.4		AT 2/F-606A			
38	2.0'x1.5'	3.4		AT 2/F-606A			
39	2.0'x1.5'	3.4		AT 2/F-606A			
40	2.0'x1.5'	3.4		AT 2/F-606A			
41	2.0'x1.5'	3.4		AT 2/F-606A			
42	2.0'x1.5'	3.4		AT 2/F-606A			
43	2.0'x1.5'	3.4		AT 2/F-606A			
44	2.0'x1.5'	3.4		AT 2/F-606A			
45	2.0'x1.5'	3.4		AT 2/F-606A			
46	2.0'x1.5'	3.4		AT 2/F-606A			
47	2.0'x1.5'	3.4		AT 2/F-606A			
48	2.0'x1.5'	3.4		AT 2/F-606A			
49	2.0'x1.5'	3.4		AT 2/F-606A			
50	2.0'x1.5'	3.4		AT 2/F-606A			
51	2.0'x1.5'	3.4		AT 2/F-606A			
52	2.0'x1.5'	3.4		AT 2/F-606A			
53	2.0'x1.5'	3.4		AT 2/F-606A			
54	2.0'x1.5'	3.4		AT 2/F-606A			
55	2.0'x1.5'	3.4		AT 2/F-606A			
56	2.0'x1.5'	3.4		AT 2/F-606A			
57	2.0'x1.5'	3.4		AT 2/F-606A			
58	2.0'x1.5'	3.4		AT 2/F-606A			
59							
60	2.0'x1.5'	3.4		AT 2/F-606A			
61	2.0'x1.5'	3.4		AT 2/F-606A			
62	2.0'x1.5'	3.4		AT 2/F-606A			
63	2.0'x1.5'	3.4		AT 2/F-606A			
64	2.0'x1.5'	3.4		AT 2/F-606A			
65	2.0'x1.5'	3.4		AT 2/F-606A			
66	2.0'x1.5'	3.4		AT 2/F-606A			
67	2.0'x1.5'	3.4		AT 2/F-606A			
68	2.0'x1.5'	3.4		AT 2/F-606A			
69	2.0'x1.5'	3.4		AT 2/F-606A			
70	2.0'x1.5'	3.4		AT 2/F-606A			
71	2.0'x1.5'	3.4		AT 2/F-606A			
72	2.0'x1.5'	3.4		AT 2/F-606A			
73	2.0'x1.5'	3.4		AT 2/F-606A			
74	2.0'x1.5'	3.4		AT 2/F-606A			
75	2.0'x1.5'	3.4		AT 2/F-606A			
76	2.0'x1.5'	3.4		AT 2/F-606A			
77	2.0'x1.5'	3.4		AT 2/F-606A			
78	2.0'x1.5'	3.4		AT 2/F-606A			
79	2.0'x1.5'	3.4		AT 2/F-606A			
80	2.0'x1.5'	3.4		AT 2/F-606A			
81	2.0'x1.5'	3.4		AT 2/F-606A			
82	2.0'x1.5'	3.4		AT 2/F-606A			
83	2.0'x1.5'	3.4		AT 2/F-606A			
84	2.0'x1.5'	3.4		AT 2/F-606A			
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86	2.0'x1.5'	3.4		AT 2/F-606A			
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89	2.0'x1.5'	3.4		AT 2/F-606A			
90	2.0'x1.5'	3.4		AT 2/F-606A			
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99	2.0'x1.5'	3.4		AT 2/F-606A			
100	2.0'x1.5'	3.4		AT 2/F-606A			
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209	2.0'x1.5'	3.4		AT 2/F-606A			
210	2.0'x1.5'	3.4		AT 2/F-606			

[illegible]

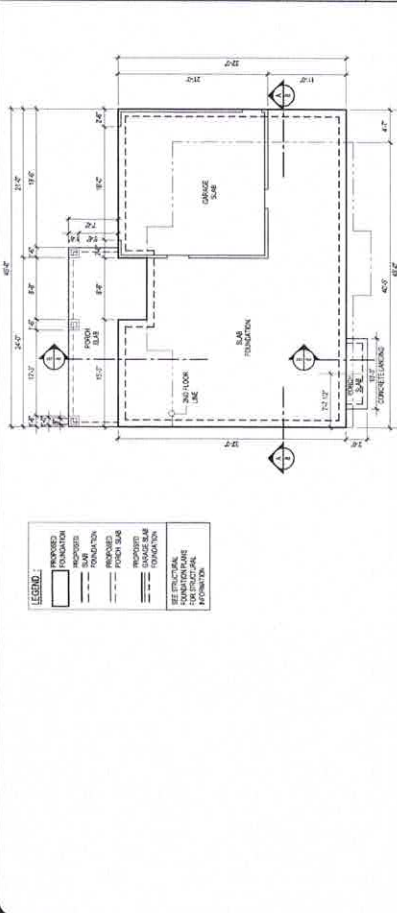
UNIT 2 &amp; 3 GARAGE FLOOR PLAN



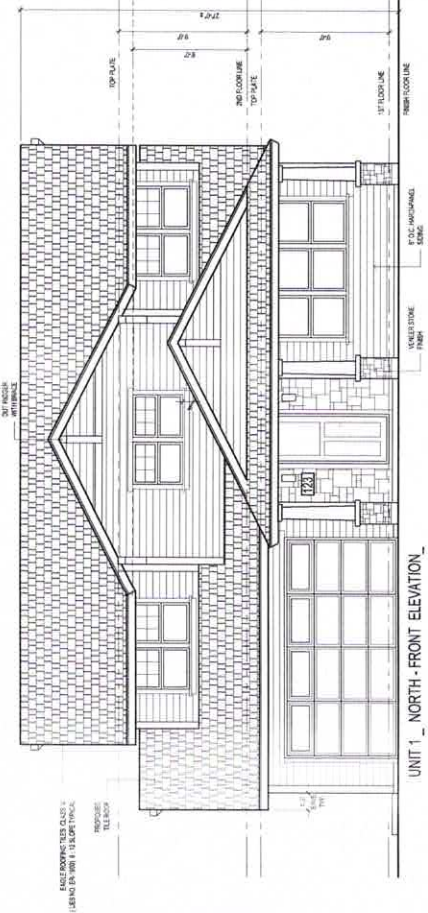
UNITS 2 & 3 FIRST FLOOR PLAN

# UNIT 2 & 3 SECOND FLOOR PLAN

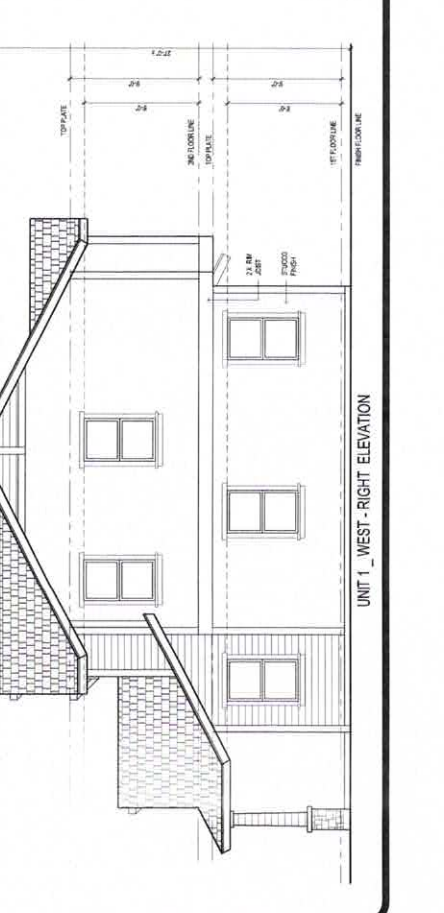




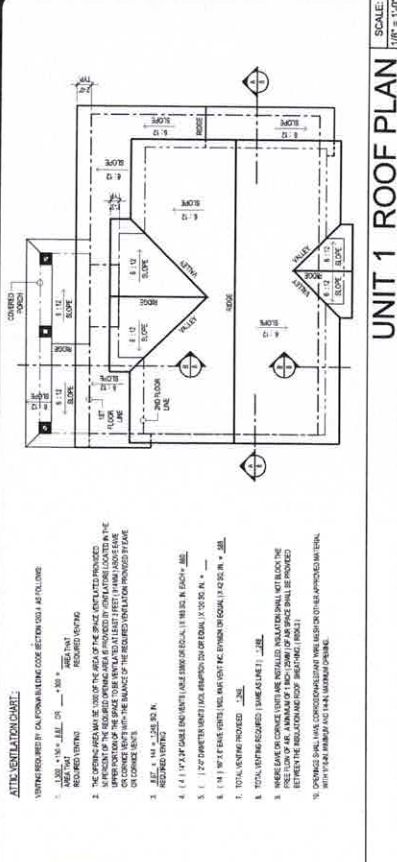
UNIT 1 DIMENSIONED FOUNDATION PLAN  
SCALE: 1/8" = 1'-0"



UNIT 1 NORTH - FRONT ELEVATION  
SCALE: 1/8" = 1'-0"



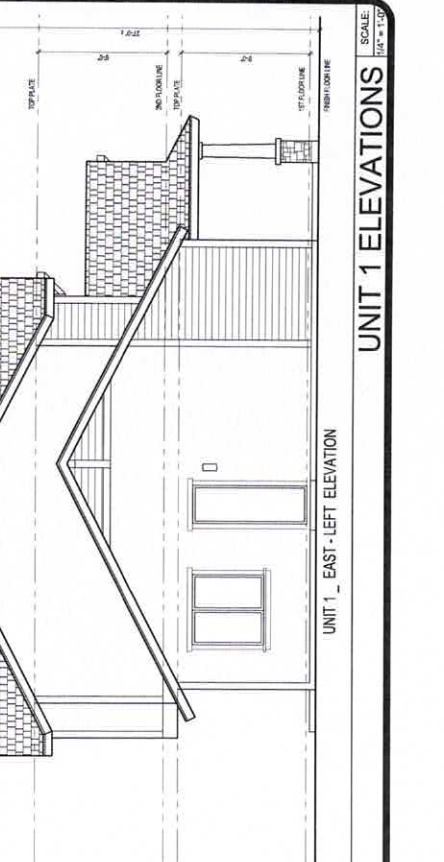
UNIT 1 WEST - RIGHT ELEVATION  
SCALE: 1/8" = 1'-0"



UNIT 1 ROOF PLAN  
SCALE: 1/8" = 1'-0"



UNIT 1 SOUTH - REAR ELEVATION  
SCALE: 1/8" = 1'-0"

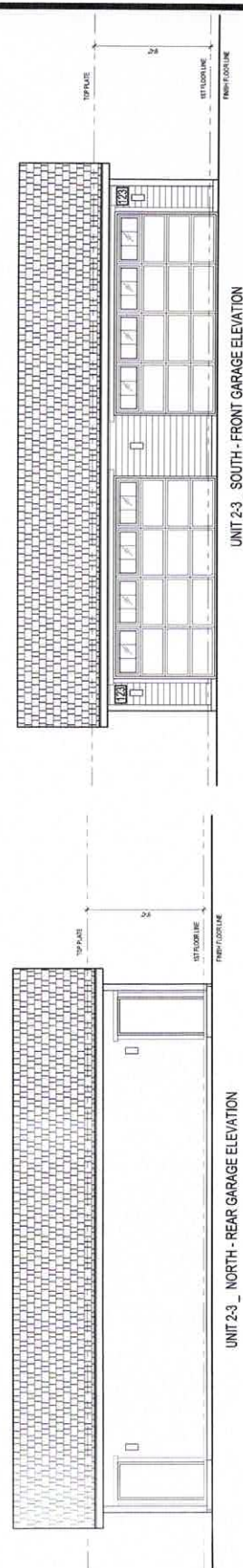
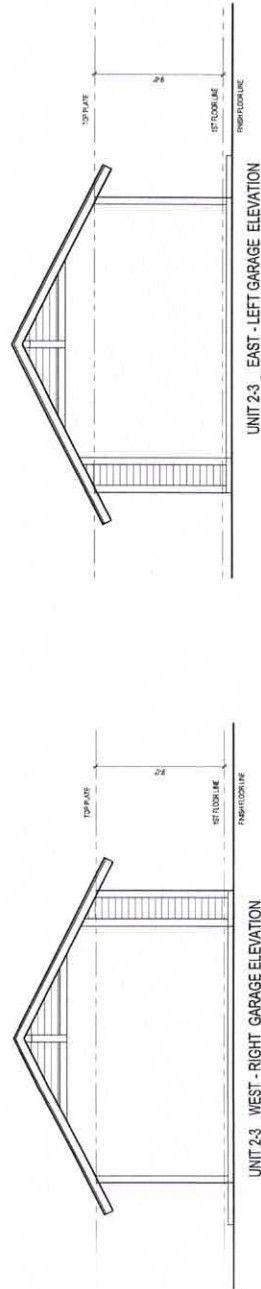
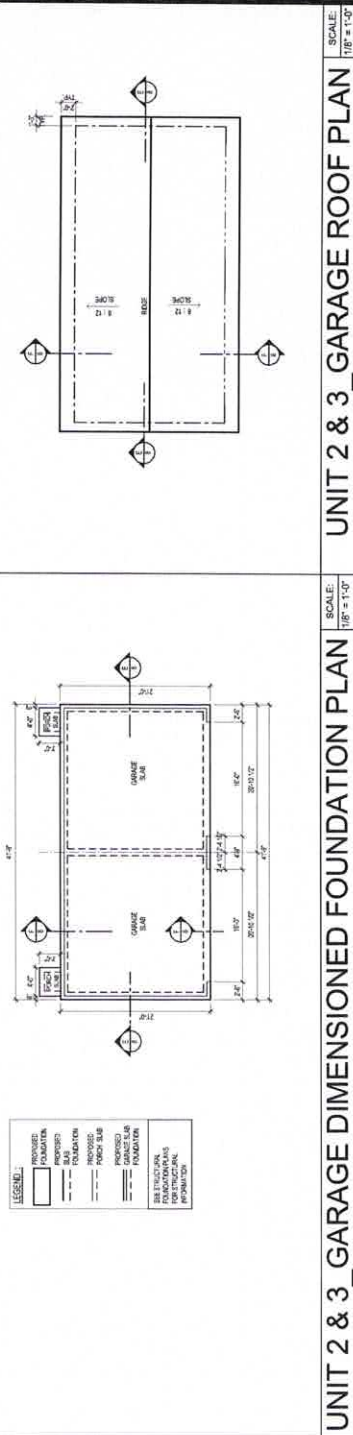


UNIT 1 EAST - LEFT ELEVATION  
SCALE: 1/8" = 1'-0"

- ATTENTION:**
1. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
  2. THE EXISTING FOUNDATION SHALL BE REINFORCED WITH 4# BARS AT 18" ON CENTER.
  3. THE EXISTING FOUNDATION SHALL BE REINFORCED WITH 4# BARS AT 18" ON CENTER.
  4. THE EXISTING FOUNDATION SHALL BE REINFORCED WITH 4# BARS AT 18" ON CENTER.
  5. THE EXISTING FOUNDATION SHALL BE REINFORCED WITH 4# BARS AT 18" ON CENTER.
  6. THE EXISTING FOUNDATION SHALL BE REINFORCED WITH 4# BARS AT 18" ON CENTER.
  7. THE EXISTING FOUNDATION SHALL BE REINFORCED WITH 4# BARS AT 18" ON CENTER.
  8. THE EXISTING FOUNDATION SHALL BE REINFORCED WITH 4# BARS AT 18" ON CENTER.
  9. THE EXISTING FOUNDATION SHALL BE REINFORCED WITH 4# BARS AT 18" ON CENTER.
  10. THE EXISTING FOUNDATION SHALL BE REINFORCED WITH 4# BARS AT 18" ON CENTER.







**RESOLUTION NO. 2023-002 PC**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF COVINA, CALIFORNIA APPROVING SITE PLAN REVIEW (SPR) 21-120 TO CONSTRUCT A NEW 3-UNIT, 2-STORY, MULTI-FAMILY APARTMENT DEVELOPMENT, ON AN APPROXIMATELY 10,499 SQUARE FOOT (.24 ACRE) LOT, WITH ALL NEW SITE IMPROVEMENTS, WITHIN THE COVINA TOWN CENTER SPECIFIC PLAN (CTCSP) “CULTURAL CORE” DISTRICT, LOCATED AT 244 E. COLLEGE STREET (APN: 8445-008-003), AND MAKING A FINDING OF EXEMPTION OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) GUIDELINES**

WHEREAS, Jing Liu (Property Owner), has filed a Site Plan Review SPR 21-120 (Project) to construct a new 3-unit, 2-story, multi-family apartment development, on an approximately 10,499 square foot (.24 acre) lot, with all new site improvements, within the Covina Town Center Specific Plan (CTCSP) “Cultural Core” District, located at 244 E. College Street (APN: 8445-008-003); and

WHEREAS, on February 28, 2023, the Planning Commission conducted a meeting at which time oral and written comments were received and due to unforeseen audio technical difficulties, the Planning Commission meeting was continued to the regular Planning Commission meeting of March 14, 2023; and,

WHEREAS, on March 14, 2023, the Planning Commission conducted a meeting at which time oral and written comments received prior to or at the meeting together with a written recommendation from the Planning Division were presented to the Planning Commission. The Planning Commission concluded said meeting on that date; and

WHEREAS, all legal prerequisites prior to the adoption of this Resolution have occurred.

**NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF COVINA, CALIFORNIA DOES HEREBY RESOLVE AS FOLLOWS:**

SECTION 1. The foregoing recitals are true and correct and are incorporated herein and made an operative part of this Resolution.

SECTION 2. Based upon the entire record made available at the March 14, 2023 meeting, the staff report, the oral presentation, and related documents submitted to the Planning Commission prior to and at the meeting, the Planning Commission hereby finds and determines as follows:

**A. Findings for Site Plan Review (CMC Section 17.64.070)**

In order to approve the Site Plan Review (SPR) application, the Planning Commission must make the findings as listed below:

**1. All provisions of Title 17 of the Covina Municipal Code are complied with.**

**Facts:** The proposed development meets the setback requirements, the parking and loading, and open space requirements as described within the “Project Analysis” portion of the report and, as analyzed and illustrated on the project plans attached as **“Exhibit 3”**. The proposed 27 foot, 2-story residential structures comply with the maximum allowable height, under the Covina Town Center Specific Plan, Table 4-1: Building Form Development Standards for a

Residential Project (Page 4-29). The development of a residential project will increase the number of housing units and residents in the downtown area, stimulating development on vacant infill and under-utilized properties, and improve public infrastructure, facilities, and services to support new development as stated under the Town Center Specific Plan. *Therefore, this criterion has been met.*

2. **The design elements are so arranged that traffic congestion is avoided, pedestrian and vehicular safety and welfare are protected, and there will be no adverse effect to surrounding properties: buildings, structures and improvements; vehicular ingress, egress and internal circulation; setbacks; building height; location of service; walls; and landscaping.**

**Facts:** As described within the ‘Project Analysis’ and illustrated on attached architectural plans dated November 15, 2022 (*Exhibit 3*), the proposed project complies with all required development standards (i.e. setbacks; building height; location of service; walls; and landscaping) for a residential project, and is comparable with other nearby uses within the Covina Town Center Specific Plan Overlay. The Project Site is underutilized and within an established area characterized by both commercial and residential uses. The Project will provide 6 on-site covered parking spaces for the 3 residential units, vehicular ingress/egress and internal circulation from the project site is proposed at the rear of the building structure accessible from an existing east-west alley access from First Street and Second Street to the proposed residential-detached four-car garage. Landscaping will be provided along the property perimeter, consisting of trees, shrubs, ground cover, and flowering plants to create a visually and aesthetically pleasing project. Decorative paving material such as brick, exposed aggregate, stamped concrete and pavers shall be incorporated into the pedestrian walkways. The proposed site improvements will provide adequate ingress and egress to the subject site and improve path of travel, facilitating adequate vehicle maneuvering on site. The site is located within an established area characterized by commercial and residential uses that conform well to surrounding neighborhood infrastructure and support services with access to major streets and freeway system. *Therefore, as proposed, this criterion has been met.*

3. **The project design conforms to the Covina General Plan, the design guidelines, transportation demand management regulations, and any specific plans or guidelines applicable to the project.**

**Facts:** The Covina General Plan, Design Guidelines, Town Center Specific Plan and other associated regulations listed above, contain design-related policies to ensure the city recognizes the need to reuse and revitalize the downtown area by maintaining and continuing to accommodate new housing and mixed-use development. The proposed development conforms to the Covina Design Guidelines and the transportation demand management regulations in the following ways: the building design is compatible with existing development in terms of character, style, materials, form, and mass; the building design is 2 stories in height (27 feet) with enclosed residential parking. Contemporary style design incorporates features that compliment near-by residential uses; the development of the site reflects a sense of balance and proportion in both exterior form and placement of internal elements such as main entry points/access to the building, and open/community areas. The Project, with its design, improvements and conditions of approval, is consistent with transportation demand management regulations, as analyzed and illustrated on the project plans attached as “*Exhibit 3.*” *Therefore, as proposed, this criterion has been met.*



- 4. The project design is harmonious, consistent and complete within itself and functionally and visually compatible with neighboring structures and the area in which it is located;**

**Facts:** The subject site is currently a vacant parking lot with vegetation. The subject site is surrounded by commercial and nearby residential development. The City or the adopted Design Guidelines for the Town Center Specific Plan encourages a wide-variety of architectural styles, height, and façade materials. Along College Street, materials used are comprised of brickwork, accent colors and/or architectural features (i.e. cornice molding, canopies, awnings, balconies) and earth-toned/grey stucco finishes. The proposed exterior design will incorporate contemporary-inspired architecture with stone veneer exterior finishes, hardi-panel siding, and covered main entries with lush landscaping along the building perimeter. The proposed building height is within the minimum building height requirements, under the CTCSP, and within range to other nearby commercial and residential structures (from 2 to 3 stories) with an overall height of be 27 feet. The proposed development will harmoniously blend in and is visually compatible with the surrounding buildings in the Town Center Specific Plan Overlay. *Therefore, as proposed, this criterion has been met.*

- 5. The development will constitute an adequate environment for the intended use by sustaining the desirability and stability of the neighborhood and community;**

**Facts:** The proposed residential development on a vacant and underutilized lot will sustain the desirability and stability of the neighborhood and community in that the new facility will contribute to the attractiveness of the site versus the current condition of the vacant lot with weeds. The development of a residential use will increase the number of housing units and residents in the downtown area, stimulating development on vacant infill and under-utilized properties, and improving public infrastructure, facilities, and services to support new development. *Therefore, as proposed, this criterion has been met.*

- 6. Proposed lighting is so arranged as to reflect lighting away from adjoining properties;**

**Facts:** The proposed project will include exterior wall-mounted lighting that will be directed or illuminated away from neighboring properties. Accent lighting of buildings, trees, or other landscape features will accentuate those individual features with no spillover beyond the façade of the building or tree and be fully shielded and mounted as close as possible to the architectural feature of the building or tree being illuminated. A lighting plan will be submitted for review for compliance with the applicable safety, security, and design-related provisions of the Zoning Code and Design Guidelines. *Therefore, as proposed, this criterion has been met.*

- 7. Proposed signs will not by size, location, color or lighting, interfere with traffic or limit visibility;**

**Facts:** Any proposed signage is not a part of this review and approval. A separate sign permit application and related plans will be required showing compliance with the City of Covina's Sign Ordinance.

- 8. Utility and street improvements pursuant to CMC Sections 17.64.120 and 17.64.130.**

**Facts:** All new utility service lines that are installed to serve the new building development shall be placed underground. Utility service lines include service for electricity, telephone communications, and cable television. The Applicant shall make all necessary arrangements with the serving utility company to provide underground services. The Applicant shall comply with any other utility and/or street improvements required by the Department of Public Works

(Engineering, Traffic, and Environmental Services). ***Therefore, as conditioned, this criterion has been met.***

**SECTION 3.** The Planning Commission, based on its own independent judgement, has determined that this Project is categorically exempt pursuant to CEQA Guidelines Section 15332 (Class 32) - In-Fill Development Project, consisting of projects characterized as in-fill development. The project is consistent with the Covina Town Center Specific Plan, because the proposed Project has been designed to be consistent with the CTCSP zoning designation of Residential Development Cultural Core District on a 0.24-acre site for a density of 3 du/acre, which is within the density allowed by the designation. The Project site does not contain, or is not adjacent to, any wildlife corridors. The Project site contains sparse ornamental vegetation that could provide habitat for nesting birds. The Project site is surrounded by roadways and developed areas. The proposed Project consists of an infill redevelopment project that would help to meet the housing demands from projected growth in the region, which has the potential to reduce GHG emissions from the reduction of vehicle miles traveled(VMT). The Planning Commission further finds that there is no substantial evidence that the Project will have a significant effect on the environment.

**SECTION 4.** Based upon the findings and conclusion set forth in Sections 1, 2 and 3 above, the Planning Commission hereby approves the applications:

- A. The Site Plan Review SPR 21-120 is hereby approved, subject to the conditions of approval set forth in the written record before the Commission incorporated here and attached hereto as Exhibit "A."
- B. The Secretary of the Planning Commission is directed to serve, by first-class mail, a written notice of this decision to the Applicant within five (5) days.

**SECTION 5.** This Resolution shall become effective immediately upon its adoption, subject to a 10 calendar-day appeal period

**PASSED AND ADOPTED** by the members of the Planning Commission of the City of Covina at a regular meeting thereof held on the 14<sup>th</sup> day of March, 2023

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SUSAN ZERMENO, CHAIRPERSON  
CITY OF COVINA PLANNING COMMISSION

I hereby certify that the foregoing is a true copy of a resolution adopted by the Planning Commission of the City of Covina at a regular meeting thereof held on the 14<sup>th</sup> day of March 2023, by the following vote of the Planning Commission:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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COVINA PLANNING COMMISSION SECRETARY



## CITY OF COVINA COMMUNITY DEVELOPMENT DEPARTMENT

### EXHIBIT A SITE PLAN REVIEW (SPR) 21-120 APN: 8445-008-003 CONDITIONS OF APPROVAL

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The **Site Plan Review (SPR) 21-120** shall allow the construction of a new 3-unit, 2-story, multi-family apartment development, on an approximately 10,499 square foot (.24 acre) lot, with all new site improvements, within the Covina Town Center Specific Plan (CTCSP) "Cultural Core" District, located at 244 E. College Street (APN: 8445-008-003).

#### ALL OF THE FOLLOWING CONDITIONS APPLY TO THE PROJECT

##### A. TIME LIMITS:

1. **Site Plan Review (SPR) 21-120:** Approval of this application will expire two years from the date of Project approval if building permits are not issued unless otherwise extended pursuant to applicable laws. The applicant may apply to extend the expiration date for a maximum period of one year upon written request to the Director of Community Development a minimum of thirty (30) days prior to expiration. The request must be approved by the Planning Commission prior to expiration of the approved SPR application.

##### B. GENERAL REQUIREMENTS:

1. This approval is for the construction of a new 3-unit, 2-story, multi-family apartment development, on an approximately 10,499 square foot (.24 acre) lot, with all new site improvements, within the Covina Town Center Specific Plan (CTCSP) "Cultural Core" District, located at 244 E. College Street (APN: 8445-008-003).
2. This approval will not be effective for any purposes until the Applicant has filed with the Planning Division an affidavit stating that it is aware of and agrees to accept all of the conditions of this approval as set forth herein and within 10 days from the date of this approval.
3. Applicant shall, at its own expense and with counsel selected by City, fully defend, indemnify and hold harmless City, its officials, officers, employees, and agents ("Indemnified Parties"), from and against any and all claims, suits, causes of action, fines, penalties, proceedings, damages, injuries or losses of any name, kind or description, specifically including attorneys' fees, ("Liabilities"), arising in any way out of City's approval of the Applications or the Project. Applicant's indemnification obligation shall include, but not be limited to, actions to attack, set aside, void, or annul the City's approval of the Applications, and Liabilities premised on, related to or invoking CEQA, including those arising out of City's decisions related to the Project's CEQA documents. City shall promptly notify Applicant of any such claim, action or proceeding, and shall cooperate fully in the defense of such claim, action, or proceeding. Applicant's indemnification obligations shall not be limited to the amount of insurance coverage that may be available to Applicant, and shall not otherwise be restricted or confined by the presence or absence of any policy of insurance held by City or Applicant.

4. Applicant's obligations, as set forth above, shall survive the completion or abandonment of the Project or the issuance of a certificate of occupancy with respect thereto. However, Applicant's obligations after the issuance of a certificate of compliance for the Project shall be limited to indemnifying and defending the Indemnified Parties from legal challenges filed to set aside any part of the Project or its related components. The provisions of this condition are intended by the Parties to be interpreted and construed to provide the fullest protection possible under the law to the City. Further, all obligations and Liabilities under this Condition are to be paid by the Applicant as they are incurred. Applicant's obligations to indemnify under this Condition shall include the obligation of the Applicant to defend City with legal counsel of City's own choosing.
5. The Project Site and all improvements thereon, including landscaping, must be maintained in a sound, healthy, and attractive condition reasonably free of weeds, visible deterioration, graffiti, debris and/or other conditions that violate the Covina Municipal Code.
6. The costs and expenses of any code enforcement activities, including, but not limited to, attorneys' fees, caused by applicant's violation of any condition or mitigation measure imposed hereunder or any provision of the Covina Municipal Code must be paid by the applicant.
7. Approval of the SPR application shall not waive the applicant's obligation for compliance with all other applicable sections of the Covina Municipal Code, the Covina Design Guidelines, Town Center Specific Plan and all other applicable plans.
8. The Project is required to annex into Community Facilities District 2007-01 (the "CFD") for the purpose of financing the Project's proportionate share of the cost for police response, fire and emergency medical response, and park services. The applicant shall petition the City to annex to the City's existing CFD under the California Mello-Roos Community Facilities Act (Government Code, Section 53311 et seq.) (the "Act"). The applicant agrees to cooperate and not to oppose annexation to the CFD for purposes set forth above. This annexation shall be completed prior to issuance of building permits for the units. Reference Section "G" Community Development – Housing Division.
9. The Project shall be annexed into the existing Landscape District and Lighting District with the Department of Public Works, which shall be completed prior to issuance of building permits.

**C. SITE DEVELOPMENT**

1. The Project Site shall be developed and maintained in accordance the approved plans on file with the Community Development Department, all representations of record made by the Applicant(s), the conditions contained herein, the Covina Municipal Code, the Town Center Specific Plan and the Covina Design Guidelines.
2. Final plans incorporating all conditions of approval and any plan-related changes required in the approval process shall be submitted for the Director or his designee for review and approval, prior to submittal for Plan Check process.
3. Copies of the signed Resolution No. 2023-002 PC shall be included on the plans (full size) for submittal of plan check. The full size sheet(s) are for information only to all parties involved



in the construction/grading activities and are not required to be wet sealed/stamped by a licensed Engineer/Architect.

4. A complete building materials illustration board, describing material, brands, types, and applicable reference numbers shall be submitted to the Planning Division. Minor modifications in elevation details and/or colors may be submitted with detailed drawings and/or information to the Director or his designee for review and approval, prior to or during the subsequent Plan Check process.
5. All site, precise grading landscape, and irrigation, and street improvement-plans shall be coordinated for consistency, prior to issuance of any building permits for production units. permits
6. All ground mounted utility appurtenances such as transformers, AC condensers, etc. shall be adequately screened using a combination of concrete or masonry walls, and or landscaping to the reasonable satisfaction of the Director or his/her designee.
7. At least one (1) tree shall be provided for each 500 square feet of landscaped area. At least 40% of all trees shall be 24" box size or larger, and at least an additional 12-1/2% shall be 48" size or larger. The Chief Planning Official may allow the substitution of two 36" box trees for each required 48" size tree. The reminder shall be at least 15-gallon size or larger. In case shall less than one 24" box tree (or larger) be provided for each 60 feet of street frontage.
8. The Applicant shall contact the U.S. Postal Service to determine the appropriate type and location of mailboxes. The final placement of the mailboxes shall be subject to Director or his/her designee for review and approval, prior to issuance of certificates of occupancy.
9. During construction and following Project completion, all grading and all exterior drainage on the Project Site shall conform to all applicable requirements of the Public Works Department.
10. A complete exterior lighting plan, including photometric printout, shall be submitted for review and approval, prior to issuance of building permits for any production units. The plan shall illustrate light fixture features, locations, height, and the compliance with applicable City Code provisions on illumination, design, and lighting orientation/glare prevention and the minimum one-foot candle standard where applicable.
11. All building and site improvements along with landscaping and irrigation must be installed in accordance with approved plans and information on file with the Planning, Building, and Engineering Divisions, and the irrigation systems must be fully operational upon issuance of certificates of occupancy for production units. Furthermore, during construction, all on-site landscaped areas must be maintained reasonably free of weeds and debris.
12. The Project Site must be clean and reasonably free of trash and construction debris, and all construction equipment must be removed from the Project Site prior to issuance of the last certificate of occupancy for the production units.
13. Grading
  - a. Grading of the Project Site shall be in accordance with then-current adopted California Building Code, City Grading Standards, and accepted grading practices. The Rough

Grading Plan and Precise Grading and Drainage Plan(s) shall be in substantial conformance with the approved conceptual grading and drainage plan.

- b. A soils report shall be prepared by a qualified engineer licensed by the State of California to perform such work. Two copies will be provided at grading and drainage plan submittal for review. Plans shall implement design recommendations per said report.
  - c. A geologic report shall be prepared by a qualified engineer or engineering geologist and submitted at the time of application for Grading and Drainage Plan review.
  - d. The Precise Grading and Drainage Plan, appropriate certifications and compaction reports shall be completed, submitted, and approved by the Building and Safety Official prior to the issuance of Building Permits.
  - e. This Project shall comply with the applicable accessibility requirements of the then-current adopted California Building Code.
14. A soil management plan shall be implemented during grading activities to adequately assess and mitigate potential environmental impacts, if encountered e.g. unknown USTs, sumps, clarifiers, septic tanks, buried drums, trash, contaminated fill soil, etc.

**D. LANDSCAPING, HARDSCAPE AND WATER EFFICIENT REQUIREMENTS**

1. All landscape or planter areas shown on the approved landscape plan shall be constructed such that they can remain landscaped in perpetuity. These areas shall not be paved or used for storage or any similar purpose inconsistent with the intent of this approval.
2. Detailed on-site and off-site landscape and irrigation plans shall be submitted to the Director of Community Development or his/her designee for review and approval, prior to issuance of building permits. The landscaped and planter areas shall conform to applicable standards and requirements of the City's Water Efficient Landscape Regulations and the July 2015 Updated Model State Water Efficient Landscape Ordinance of the State of California Water Commission.
3. Landscaping and irrigation systems shall be required to be installed within the public-right-of-way on the perimeter of the Project, which requires the removal of sidewalk and replacement with parkway and sidewalk, to the satisfaction of the City Engineer. The installed landscaping and irrigation systems shall be continuously maintained by the Applicant for the duration of the Project construction.
4. Street trees shall be provided within the parkway strip along Center Street at approximately 20 feet on center and with a minimum of 24-inch box size trees, and subject to Director of Community Development and City Engineer review and approval.

**E. CONSTRUCTION MITIGATION/MANAGEMENT PLAN**

1. All construction must comply with the below-noted construction mitigation plan and the City Noise Ordinance.
2. The Applicant shall prepare a construction mitigation plan to mitigate noise as well as other construction-related impacts. This construction mitigation plan is in addition to the public noticing program for residential construction projects required by the City's Building and Safety Division. The construction-related activities shall conform to the following requirements that address potential noise and other construction-related impacts:

- a. The construction mitigation plan shall address the following areas: 1) site supervision, 2) construction access and schedule, 3) delivery/haul route and traffic control, 4) material storage and staging, 5) construction parking, 6) work hours, 7) noise reduction, 8) erosion control, 9) dust and mud control, 10) debris cleanup, 11) street sweeping, 12) pedestrian and neighborhood safety, 13) Project contact-related signage, and 14) subcontractor education and security measures.
  - b. Construction-related activities, including grading activities, shall be prohibited before 7:00 am and after 6:00 pm on Monday through Friday, before 8:00 am and after 5:00 pm on Saturdays, and all day on Sundays and Holidays (except by special permit).
  - c. All construction equipment shall be in proper operating condition and shall be fitted with standard factory noise attenuation features. All equipment shall further be properly maintained to help assure that no additional significant noise, due to worn or improperly maintained parts, would be generated.
  - d. The Applicant and/or his/her representative(s) shall frequently monitor for and, if detected, remove any and all graffiti on and/or repair damaged or vandalized construction-related fencing and/or related elements as quickly as feasible.
  - e. Loud noise-generating activities such as crushing concrete pavement will be restricted to 7:00 am – 6:00 pm on Monday through Friday. Signs (multiple) shall be posted on site stating the days and hours of construction allowed, prohibiting “drinking, loitering and music” at all times, and including phone listings for community concerns.
  - f. View-obscuring construction fencing shall be provided around the entire Project Site. Construction entries shall have gates with view-obscuring material.
  - g. Comply with SWPPP. Provide contact information for Qualified Storm Water Practitioner (QSP) and Qualified Storm Water Developer (QSD).
3. At least thirty days prior to the commencement of any Project-related grading, the Applicant and/or his/her representative(s) shall notify the occupants of all residential and institutional properties that lie within 500 feet of the Project Site of the general parameters of the impending grading and construction activities.
  4. The approved construction mitigation/management plan shall be distributed to all contractors and subcontractors, and shall be maintained on-site through the duration of construction.

**F. BUILDING AND SAFETY DIVISION**

1. Submit 4 sets of complete plans including any proposed utilities and earthwork/grading. The Project must comply with the 2022 California Building Code and Standards.
2. Two sets each of any structural and energy calculations shall be submitted with the above-mentioned plans. All calculations must bear an original signature from the documented author.
3. Demolition activities require an asbestos containing materials (ACM) survey. (SCAQMD RULE 1403). The ACM report shall be prepared by an accredited testing laboratory in accordance with applicable SCAQMD rules and regulations. Proof of notification to the South Coast Air Quality Management District (SCAQMD), Office of Operations, shall be submitted to the Building Division with the relevant permit application for all demolition activities. Contact the SCAQMD at the address or number below for more information. Once any demolition activity has adhered to the applicable notification requirements to the SCAQMD, a formal demolition plan and permit must be obtained from the Building and Safety Division.

- SCAQMD Headquarters; 21865 Copley Drive, Diamond Bar, CA, (909) 396-2381
4. Provide an additional digital copy (pdf preferred) of the building floor plan, elevations, and site plan to be submitted to the LA County Assessor. This copy should be in sufficient detail to allow the assessor to determine the square footage of the buildings and, in the case of residential buildings, the intended use of each room. For additional information, please contact the LA County Assessor's, Public Service Desk at 888-807-2111.
  5. The Applicant shall pay the applicable SB 50 development impact fees to the School District prior to issuance of the first building permit for production units.
  6. Construction activity within 500' of a residential zone is prohibited between the hours of 6:00 pm and 7:00 am on Monday through Friday and between 5 pm and 8 am on Saturday and all day on Sunday and Holidays unless otherwise permitted.

**G. PUBLIC WORKS - ENGINEERING DIVISION**

1. The applicant shall obtain a public works permit for all work in or adjacent to the public right-of-way (ROW). All work within the public ROW shall be in accordance with applicable standards of the City of Covina, i.e. Standard Specifications for Public Works Construction (Green Book), and the Work Area Traffic Control Handbook (WATCH), and further that construction equipment ingress and egress be controlled by a plan approved by the City Engineer.
2. Prior to issuance of any permits, the applicant shall submit a Precise Grading Plan for the project showing building footprints, pad elevations, finished grades, drainage routes, retaining walls, and other pertinent information in accordance with Appendix J of the California Building Code, latest edition for review and approval of the City Engineer.
3. Prior to the issuance of a Grading Permit, the applicant shall submit a temporary erosion control plan to the satisfaction of the City Engineer. The erosion control shall be installed and operable at all times.
4. Prior to issuance of any permits, the applicant shall verify that the proposed development is annexed into the Los Angeles County Sanitation District.
5. Prior to issuance of any building permits, the Applicant shall verify that any required sewer connection fees have been paid to the City of Covina and the County of Los Angeles Department of Public Works, Sewer Maintenance District.
6. Due to construction, the Applicant shall be responsible for any repairs within the limits of the development, including streets and paving, curbs and gutters, sidewalks, and street lights, as determined by the City Engineer.
7. The applicant shall provide drainage improvements to carry runoff of storm water in the area proposed to be developed, and for contributing drainage from adjoining properties to the satisfaction of the City Engineer. The proposed drainage improvements shall be based on a detailed hydrology study conforming to the current Los Angeles County Methodology. The proposed storm drain improvements shall be privately maintained.



8. The Applicant shall install water improvements for the proposed Project in accordance with City Standards and to the satisfaction of the City Engineer.

**H. LOS ANGELES COUNTY FIRE DEPARTMENT – FIRE PREVENTION DIVISION**

1. Comply with Los Angeles County Fire Department Codes and Regulations.

**END OF CONDITIONS**